



**Job Title: Office Manager**

**Location: Skopje**

**Terms: Full-time**

**Working hours: 2pm - 11pm(MK local time)**

**Department: Administration**

**About the role:** The Office Manager is a key administrative leader responsible for overseeing daily operations and ensuring a productive, compliant, and organized office environment. This role requires prior experience in the American trucking industry and a strong background in office management and human resources. The Office Manager will supervise office staff, coordinate with HR for hiring and onboarding, manage attendance and scheduling, and ensure the office is adequately equipped and running efficiently.

**Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

- **Office Operations:** Oversee the daily operations of the office to ensure smooth workflow; Monitor and maintain office supplies, equipment, and facility needs; Manage office budget, purchases, and cost-control measures; Coordinate office maintenance and vendor relationships. Maintain ongoing communication with the Office Director regarding daily operations, issues, and updates;
- **People & Staff Management:** Supervise and support office staff, ensuring clear communication and efficient collaboration; Track attendance, working hours, and leave requests in coordination with HR; Assist in scheduling meetings, trainings, and maintaining shared calendars. Work closely with the Office Director on staffing needs, performance concerns, and operational adjustments.
- **Human Resources Support:** Work closely with the HR Manager to assist with recruiting, interviewing, and onboarding new hires; Support employee relations and help maintain a positive work environment; Maintain employee records, compliance documentation, and office-related HR files.
- **Compliance & Policy:** Ensure adherence to internal policies and external regulatory requirements; Enforce office policies and safety procedures; Work closely with the Office Director on staffing needs, performance concerns, and operational adjustments.
- **Communication & Coordination:** Serve as a liaison between departments, management, and external vendors; Facilitate internal communication across teams and between HR and operations; Regularly update and consult with the Office Director on key developments, decisions, or challenges.

**Candidate Requirements:**

- Minimum **1–2 years of experience** in office management, preferably within the **trucking or transportation industry**
- Strong organizational and problem-solving skills
- Ability to lead and manage a team effectively