

Office Manager

✳ Office Manager – Be the Organisational Powerhouse Behind a Fast-Moving, Design-Focused Team

Are you a super-organised, proactive, and tech-savvy individual with a background in the building materials, interiors, or construction industry?

Do you love streamlining systems, improving efficiency, and being the go-to person that keeps everything (and everyone) on track?

If that sounds like you, we'd love to meet you!

📍 **Location:** Kirrawee – Sutherland Shire

📅 **Schedule:** Full-time | Monday to Friday

✂ The Role:

As our Office Manager, you'll be the engine room of our business — responsible for the tools, systems, and structure that support our team to do their best work.

You'll be a key player in optimising internal processes, managing all administration, tech and assets to ensuring our workplace runs like clockwork. You'll also provide trusted support to the Operations Manager, helping keep projects and priorities on track.

It's a role that blends strategic thinking with hands-on action — perfect for someone who thrives on variety, ownership, and making a real impact.

📁 Key Responsibilities:

- Welcome clients to our design-focused showroom and manage all front-of-house operations
- Back up to Customer Service to answer phone and email enquiries with warmth and professionalism
- Schedule jobs, manage calendars, and coordinate bookings with clients and team
- Collect payments and issue invoices with precision
- Maintain and optimise office systems, CRMs, and project workflows
- Drive tech automation and identify opportunities to improve operational efficiency
- Manage company assets, supplier coordination, and stock or material tracking
- Review, update, and implement SOPs that support scalable, streamlined practices
- Provide PA support to the Operations Manager — including scheduling, follow-ups, and project coordination
- Collaborate closely with sales, admin, and leadership to ensure everything runs smoothly

💡 What You'll Bring:

- Experience in office management or sales/admin roles within the building, design, or construction space
- A natural organiser with a love for systems, structure, and continuous improvement
- Confident with CRM platforms, email management, invoicing tools, and cloud-based systems
- A friendly, polished communicator who's great with people at all levels

Peace of mind guaranteed from start to smooth finish

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- Tech-savvy with a proactive mindset for automation and efficiency
 - Strong attention to detail, especially around scheduling, SOPs, and asset tracking
 - A calm, can-do attitude with the ability to juggle multiple priorities
 - A team player who thrives in a fast-paced, purpose-driven environment
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✦ Why Join Us?

We're a tight-knit team that cares deeply about design, quality, and doing things right.

You'll be part of a creative and forward-thinking business, working in a beautiful environment with people who value initiative, collaboration, and good energy.

This is your chance to shape how things run behind the scenes, while growing with a company that's building exciting things — literally and culturally.

Please send your resume to glen@greaterglass.com.au

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