

Selby's Grab and Go Restaurant

Job Title: Office Manager

Location: Waldorf, MD

Position Type: Full-time/Part-time

About Us:

Selby's Grab and Go is a vibrant and dynamic grab and go restaurant dedicated to providing our customers with delicious, high-quality meals on-the-go. We take pride in offering a diverse menu of fresh, locally sourced ingredients prepared with skill and creativity.

Job Overview:

The Office Manager will be responsible for overseeing the daily administrative operations of our restaurant and catering business. This role is crucial in ensuring the smooth running of our office functions, managing staff schedules, handling customer inquiries, and maintaining accurate records. The ideal candidate will have excellent organizational skills, a keen attention to detail, and the ability to multitask in a fast-paced environment.

Key Responsibilities:

- **Administrative Management:**
 - Oversee daily office operations, ensuring efficiency and productivity.
 - Manage incoming and outgoing communications, including phone calls, emails, and mail.
 - Maintain and organize office files, records, and databases.
 - Order and manage office supplies and inventory.
- **Staff Coordination:**
 - Assist in scheduling and coordinating staff shifts for both the restaurant and catering events.
 - Support the hiring and onboarding process for new employees.
 - Conduct regular meetings with staff to communicate updates, policies, and procedures.
- **Customer Relations:**
 - Handle customer inquiries and complaints in a professional and timely manner.
 - Coordinate with the catering team to manage event bookings and ensure customer requirements are met.
 - Maintain a high level of customer satisfaction through effective communication and problem-solving.
- **Financial Responsibilities:**
 - Assist with basic accounting tasks, including invoicing, payroll processing, and expense tracking.
 - Prepare and submit financial reports to management.
 - Monitor budgets and control costs to ensure efficient use of resources.
- **Compliance and Safety:**
 - Ensure compliance with health, safety, and regulatory requirements.
 - Keep updated with industry best practices and implement them as necessary.
 - Oversee the maintenance of office equipment and facilities.

Qualifications:

- Proven experience as an office manager or administrative role, preferably in the restaurant or hospitality industry.
- Excellent organizational and multitasking abilities.

- Strong interpersonal and communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with office management software.
- Basic knowledge of accounting and financial principles.
- Ability to work independently and as part of a team.
- High school diploma or equivalent; additional qualifications in office administration or hospitality management are a plus.

What We Offer:

- Competitive salary and benefits package (401(K) and paid time off.
- Opportunities for professional growth and development.
- A supportive and dynamic work environment.
- Employee discounts on dining and catering services.