



Explore a Career as an

OFFICE MANAGER

Target Occupation Profile

What do Office Managers do?

Office managers plan, direct, and coordinate the supportive and administrative services of an organization. Their specific responsibilities vary, but they typically oversee and plan facilities use and maintenance, as well as supervise activities that include recordkeeping, mail distribution, custodial operations, office upkeep, and other office support services. Tasks can include preparing and reviewing operational reports and schedules, acquiring, distributing and storing supplies, and analyzing internal processes to recommend and implement procedural or policy changes. Technology proficiency can include database management and software for day-to-day organizational tasks.

Office Managers are in demand in Cook County!

Cook County employment of office managers is predicted to grow, as Illinois has one of the highest employment levels nationwide for this occupation.

Training & Educational Opportunities

You will have plenty of employment opportunities as an office manager, but first you will have to earn a certificate, associate degree, or bachelor degree. By completing courses in word processing, spreadsheets and database software management, you will learn the skills necessary to get a job as an office manager.

As an Office Manager you will:

- Draft documents and correspondence
- Direct Administrative services
- Hire personnel
- Manage office supplies
- Monitor facilities
- Oversee mail distribution
- Prepare operational budgets
- Set goals and deadlines for the department

Office Manager

Training Providers

There are many training providers available in Cook County to supply you with the training you need for a career as an office manager

To access a list of training providers for this occupation and many more, please visit Illinoisworknet.com and select the 'Training and Credentials' menu option to view 'WIOA Approved Training Programs.'



Types of Employers

Many different types of businesses and corporations hire office managers in Cook County, including:

- Banks
- Healthcare Companies
- Hospitals
- Insurance Companies
- Manufacturing Companies
- Public Utilities
- Transportation and Logistics Firms
- Universities

Wages & Openings

Office Manager Employment Data for Cook County

Average Starting Hourly Wage	\$18.74
Average Hourly Wage With Experience	\$40.08
Average Annual Job Openings Cook County	199
Average Annual Job Openings Chicago Metro	287

*Source: Emsi, 2017.2

Opportunities

After you receive your certificate or degree as an office manager, you will have other opportunities for advancement. Some opportunities include:

- Customer Service Manager
- Facilities Manager
- Front Desk Supervisor



Chicago Cook Workforce Partnership

workforceboard.org

312.603.0200



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter[®] network

