

JOB DESCRIPTION

Company: Legal Services Supervisory Authority (“LSSA”)

Job Title: Office & Administrative Manager

Summary: The Office & Administrative Manager is responsible for the efficient administration and operational coordination of the LSSA. The role ensures smooth office operations while supporting administrative, HR, financial, and organizational processes, and facilitating communication with internal teams and external stakeholders.

The functions of this role will include but not be limited to the following duties & responsibilities:

Office Operations

- Oversee day-to-day office administration to ensure efficient operations.
- Coordinate facilities management, including maintenance, security, cleaning, utilities, and workspace organization.
- Manage vendor and service provider relationships.
- Maintain office equipment inventory and coordinate procurement, maintenance, and replacement.
- Assist with office lease renewals, insurance, and related administrative requirements.
- Manage organizational notices and updates across the website and social media platforms.

Event Management

- Plan and coordinate outreach and training events, including promotion, venue sourcing, logistics, registration management, and post-event feedback.

Human Resources Administration

- Serve as the primary internal contact for HR administration.
- Coordinate recruitment processes, including job postings, interview scheduling, candidate communication, and onboarding.
- Manage staff induction, leave records, and confidential HR documentation.
- Support management in employee relations and the consistent application of policies and procedures.

Financial Administration

- Prepare and monitor office budgets and expenditures.
- Manage accounts payable, including invoice review, approvals, and payment coordination.
- Maintain accurate financial records to support reporting and audit requirements.

Policy & Compliance

- Assist in the development, implementation, and review of organizational policies and procedures, including the Employee Handbook.
- Support compliance with internal policies, safety regulations, and legal requirements.
- Serve as a point of contact for audits and inspections.

Communication & Coordination

- Liaise between departments and senior management to support effective workflows.
- Manage executive correspondence, scheduling, and reporting.
- Coordinate management and team meetings, including agendas and minutes.
- Serve as the primary contact for the LSSA main line and general inbox.
- Provide general administrative support across the organization.

The incumbent must have the following qualifications and experience:

- Bachelor's degree or Diploma in Business Administration, Management, or a related field (required).
- Certification in office administration or management (desirable).
- Minimum 5 years' experience in office management or a similar administrative role.
- Experience supervising staff and managing office operations.
- Knowledge of budgeting, procurement, and compliance practices.
- Strong organizational and multitasking abilities.
- Proficiency in MS Office and project management tools.
- Excellent communication and interpersonal skills.
- Strong problem-solving and conflict-resolution abilities.

Please submit your application via our website: <https://caymanlssa.ky/careers/>

All applications must be received on or before **31 March 2026** to be considered.