

# OFFICE MANAGEMENT DIRECTORY

Internal Staff Contact Reference

Effective: January 2024

DEPARTMENT / ROLE	POINT OF CONTACT	EXTENSION	DIRECT EMAIL / MOBILE
<b>Office Administration</b>	Sarah Jenkins	x401	s.jenkins@company.com
<b>Facilities &amp; Maintenance</b>	Mark Thompson	x412	(555) 012-3456
<b>IT Support Desk</b>	Tech Team	x911	support@company.com
<b>Human Resources</b>	Elena Rodriguez	x305	e.rodriguez@company.com
<b>Security / Front Desk</b>	Day Shift Officer	x100	(555) 012-9876
<b>After-Hours Emergency</b>	Operations Manager	-	(555) 999-0000

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