

Office Manager

POSITION TITLE: Office Manager
DEPARTMENT: Operations
REPORTS TO: VP, Operations

POSITION CONCEPT:

This position supports office operational functions and assists with ancillary support services needed to facilitate a productive work environment.

PRIMARY RESPONSIBILITIES:

1. Provides administrative support in the JA main lobby including welcoming all visitors, answering phone calls to main JA line, and generally creating a welcoming environment to all JA constituents.
2. Manages organizational master calendar and all needs related to room rentals and reservations.
3. Supports organizational needs related to board and committee meetings including materials duplication, room set up, clean up and catering coordination.
4. Provides executive support to the president, including preparation of correspondence, reports and presentations, calendar management, travel arrangements, and internet research.
5. Monitors inventory and orders office supplies; coordinates vendor visits as needed.
6. Monitors functionality of major pieces of office equipment including the copier and postage machine.
7. Ensures all office common areas including restrooms and warehouse meet safety requirements and are prepared daily for office use.
8. Assists with data entry in CRM system, as well as office accounting function, including check reconciliation, bank deposits and data entry in CRM system.

EDUCATION/EXPERIENCE REQUIRED:

Required: Two or more years of relevant administrative experience. Strong oral/written communication, organization/planning, and interpersonal skills. Friendly, outgoing, self-motivated and driven, with customer service focus and ability to work well as part of a team. Ability to be flexible and handle multiple responsibilities in a fast-paced work environment. Proficiency in Microsoft Office, including Outlook, Word, Excel, and PowerPoint.

Desired: Experience with CRM systems, social media, Microsoft Publisher and Constant Contact platforms.

Compensation range: \$32 - \$35K Annually

JA Contact: Send cover letter and resume to Kim Denis at kdenis@jamyland.org.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.