

Job Title: Office Manager

Department:

Supervisor:

FLSA Status:

The Office Manager will be responsible for overseeing the daily operations of the office.

Essential Duties and Responsibilities:

- Scheduling staff to ensure office coverage
- Overseeing the work of office employees
- Counseling any office employee struggling in their roles
- Answering telephone calls and emails from clients and directing them to relevant staff
- Creating an office budget and ensuring all employees follow it
- Monitoring office supplies and ordering new stationary, furniture, and office equipment as required
- Interviewing and training new office staff
- Oversee office contractors to ensure office and facilities are kept clean
- Participate in professional development through attendance at conferences, workshops, seminars, or webinars.
- Attend and participate in organization-wide initiatives as required.
- Performs other related duties as assigned

Supervisory Responsibilities: Yes

Qualification Requirements: To perform the job successfully, employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Language Skills: The employee must have the ability to read and comprehend instructions, short correspondence, and memos. The ability to communicate and correspond both orally and in writing effectively with vendors and staff as required.

Mathematical Skills: The employee must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers.

Other Skills and Abilities: Ability to develop effective working relationships with staff, leadership, employees, and program stakeholders. Proficiency with Teams, Microsoft Office Suite, social media platforms and Microsoft applications such as Excel, Word, and PowerPoint. Ability to perform duties with a high level of detail and accuracy.

Education and Experience: Bachelor's degree in related discipline required. Minimum of two years of professional work experience and one year of supervisory experience preferred.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to traverse/move around the office and remain in a stationary position while working on a computer for extended periods of time.

Employee must be able to move/relocate items up to twenty pounds. Specific vision abilities required by this job include close vision, distance and peripheral.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The office noise level is average to quiet most days in an office setting. Machines such as copiers, fax, and other computer equipment is housed throughout the office. While traveling, the employee will need to move/traverse from one location to another in varying weather conditions throughout as needed. Noise levels might be high if public transportation is used.

The information contained in the job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their immediate report.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Employer Signature

Date