

JOB DESCRIPTION

Job title: **OFFICE MANAGER**

Reports To: Human Resource Manager

Status: Non-Exempt, Full-Time + Benefits

Position Summary: The Office Manager is responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency. The OM will be responsible for answering incoming calls, directing calls to appropriate staff, mail distribution and providing additional administrative support. The OM is the first point of contact for the entire organization, which requires a positive attitude and polished, professional appearance. This position will multi task a variety of front office activities.

Qualifications: Undergraduate degree or community college diploma in Business Administration, or equivalent experience. Organizational, multitasking and decision-making skills are essential. Must possess excellent written and oral communication skills and excellent computer skills utilizing Microsoft Office Suite and Adobe software. Must be able to work independently and with a team. Must have a valid Texas driver's license, proof of liability insurance and reliable transportation. Must have ability to maintain confidentiality. Bilingual Spanish/English preferred.

Duties and Responsibilities

- Learn and exemplify the company's mission
- Maintain front office activities
 - Greet and welcome on-site guests, answer phones and forward to appropriate staff/department, taking/delivering messages, scheduling conference room, etc.
- Responsible for the facilities day-to-day operations (such as opening and closing the office and notification of inclement weather closings.)
- Manage and Coordinate office operations
- Provide administrative support to office and team
- Manage office equipment, supplies, maintenance and service contracts and systems
- Manage technology and telecommunications systems and provide general support to staff
- Maintain, organize, track and replenish inventory for items required for agency programs, events and meetings
 - Initiate requisitions, incl. obtaining quotes, check inventory levels, anticipate needed supplies and verify receipt of supplies ordered
- Prepare correspondence, materials and agendas, meeting minutes, action logs and ensures timely follow up for staff and board of director meetings
- Ensure protection and security of files and records and responsible for interoffice safety for staff
- Maintain calendars, arrange meetings, set appointments, and provide administrative support to the Executive Director, as required
- Arrange travel and hotel accommodations
- Maintain a petty cash system
- Attend in-service training and team and staff meetings as required.
- Perform other duties in support of the agency, as assigned

❖ **This is a grant-funded position subject to annual renewals.**