



Office Manager/Administrative Assistant
Part-Time

Duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports the Executive Director, Board of Directors, and patrons through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals. Reports to the Executive Director.

Responsibilities, include but not limited to:

- Greet and assist visitors to the office
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact list database
- Produce and distribute correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Handle multiple projects
- Enter and process invoices
- Carry out administrative duties such as typing, filing, copying, binding, scanning, etc
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Ensure operation of equipment by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventories
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed

Requirements:

- Proven office experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office, Word, and Excel
- Comfortable learning new software applications
- High school diploma or equivalent; college degree preferred

Working Conditions:

Part-time: 20-30 hours/week, varies depending on current workload.

On occasion, evenings and weekends will be required. Sitting, standing, walking, and lifting up to 20 pounds is required. Acute verbal, hearing, and visual senses required for communication. Must be able to work under stress generated from average working deadlines.