

## OFFICE MANAGER

The Office Manager Position will perform all office-related clerical duties and tasks to ensure the day-to-day functions of the program are executed. Assist with the management and monitoring of overall business and financial operations related to the administration of a small non-profit organization in order to ensure organizational effectiveness, efficiency and safety. Serve as the liaison for the accounting firm, assist with problem solving fiduciary issues as needed. This is a hybrid position which requires the ability to perform all duties from the office and home-work space.

### Duties and Responsibilities

- Provide project information to those who inquire by phone, mail, or in person.
- Prepare letters/e-mails, presentations and reports.
- Distribute, collect and process various personnel forms, supply, and equipment requests.
- Assist with scheduling staff meetings and making facilities arrangements.
- Organize and service meetings (produce agendas and take minutes).
- Organize company events and make conference travel arrangements for staff.
- Develop and maintain an organized administrative filing system at the EOP and Administrative offices.
- Manage and maintain office assets and inventory.
- Track and monitor contracts, leases, permits, insurances, registrations and subscriptions.
- Obtain bids for goods and services.
- Manage relationships and serve as point of contact with vendors, service providers, and landlords.
- Assist with the management of receipts, billing and budgets.
- Direct and coordinate the organization's annual year-end audit with independent auditors.
- Build on technical and professional knowledge by attending educational and professional development workshops, building networks with industry professionals, and reviewing industry publications.

### Education & Experience

Associates degree in business administration, office technology, or related field. Three (3) years full-time related work experience or an equivalent combination of education and experience. Bachelor's degree preferred. Experience with developing internal processes, procedures, and filing systems. General knowledge of fiscal management.

### Additional Attributes

- Well-developed spelling, grammar, and proofreading skills.
- Ability to perform advanced word processing using MS Word, and perform basic functions using MS Excel, Power-Point presentations, Publisher for newsletters and program forms, and QuickBooks.
- Ability to effectively communicate with individuals internally and externally.
- Ability to plan and manage workload and daily tasks in an efficient manner.
- Must be extremely organized and detail oriented.
- Ability to setup a home office and work independently with little or no supervision.
- Reliable transportation required to work between two office locations, when necessary.

This is a 100% 12-month grant-funded position. Full-time, exempt, salaried position plus benefits. This is currently a temporary remote position.

- Please complete and submit an employment application on our website [www.hecstl.org](http://www.hecstl.org).
- Submit a cover letter, resume, and the names and contact information for three (3) professional references via email to [resumes@hecstl.org](mailto:resumes@hecstl.org). Please include **Office Manager - BA** in the subject line.