

PART TIME OFFICE MANAGER

REPORTS TO: Executive Director

Duties and Responsibilities

- Coordinates and monitors office operations to ensure center requirements are sufficiently met on a daily basis.
- Plans goals/objectives for office operations and identifies the resources (equipment, supplies) required to attain the end results.
- Coordinates and oversees the completion of special projects as needed.
- Schedules appointments and meetings as needed.
- Prepares correspondence and agendas for the Board of Directors.
- Ensures the efficient operation of all office equipment, arranges for routine and necessary maintenance as needed.
- Maintains the office supply inventory and orders additional supplies as needed.
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Files and retrieves Center documents, records, and reports.
- Greets and interacts with visitors.
- Opens, sorts, and distributes incoming correspondence, including faxes and email.
- Prepares reports, memos, letters and other documents, using Microsoft Suite.
- Commits to the mission of The Bates Legacy Center.

Skills

- Possesses excellent written, oral, and interpersonal skills
- Thinks strategically to plan, prioritize, and multi-task
- Works independently and takes initiative
- Presents a high degree of maturity, honesty, trust, professionalism, and integrity
- Uses the following software: MS Office-Word, Excel, Powerpoint

Education/Experience

- Minimum 2 years of college
- Prior office management experience