



Office Manager

JOB SUMMARY:

Maintain and oversee aspects of an office including but not limited to correspondence, filing, ordering supplies and bookkeeping.

JOB TYPE:

Position could be appropriate for a part-time role, paid internship or full-time opportunity.

POSSIBLE FUNCTIONS:

1. Handle correspondence: Respond to individuals needing written communication. Compose letters when requested by executive staff. Be sure all correspondence is mailed in a timely manner.
2. Maintain office equipment: Operate, clean regularly, and recommend to the supervisor maintenance needs for all office equipment (i.e., copier, folding machine, typewriters, computer, etc.).
3. Oversee computer operations: Supervise all computer-related procedures. Plan overall utilization of computer capabilities. See that equipment is kept up-to-date. Generate reports as required.
4. Provide secretarial help: Help with correspondence, telephoning, and any other tasks that might be done to free secretaries as much as possible for more important duties.
5. Maintain office files: Keep all files in an orderly manner and prepare filing system directions for other users.
6. Administer lost-and-found center.
7. Keep track of office keys: Maintain a current list of key holders and provide keys to personnel as needed. Collect keys when people leave.
8. Maintain petty cash fund.
9. Open, date, and sort incoming mail.
10. Greet office visitors and respond to their needs.
11. Answer telephones and maintain answering machines.
12. Maintain office supplies. Order supplies as needed.
13. Keep books: Maintain a complete and systematic set of records of business transactions. Balance books and prepare reports to show receipts, expenditures, accounts payable, and various other items.

SUGGESTED EDUCATION, EXPERIENCE, AND SKILLS:

1. Education: Two or four year degree program or equivalent
2. Skills: Strong organizational skills and the ability to communicate effectively