



Repairers
of the Breach

Office Manager

Responsibilities

The Office Manager administratively supports the organization, ensures efficient operations of all office procedures, and performs a variety of tasks related to organization & communication. The Office Manager is to work with the administrative assistant to accomplish the following:

- Receiving, preparing, and filing invoices
- Providing administrative support while interacting with volunteers, staff, and visitors
- Answering phones in a professional matter and relaying all messages in a timely manner
- Receiving, documenting, and distributing parcel packages in a timely manner
- Filing of documents both physically and digitally
- Cleaning and organizing office
- Overseeing all aspects of general office coordination

Duties:

- Assist in the onboarding process for new hires
- Coordinate/supervise volunteers and staff who assist with clerical projects
- Coordinate repairs and maintenance for the center and office
- Receive, properly document, and prepare reports for all donations
- Support in assigned project-based work
- Manage organization's general email box
- Prepare payroll and time-sheets
- Update donor tracking software
- Prepare written materials for the Center such as flyers and other postings
- Monitor, order, and distribute supplies ensuring the most favorable cost
- Create graphs, PowerPoints, and documents as needed
- Assist in special events such as fairs, fundraisers, and meetings
- Support ED, Center manager, and Business development coordinator
- Manage contract and price negotiations with office vendors and service providers
- Other duties as needed

Qualifications:

- Accuracy and proficiency in MS Office: Word /Excel essential
- Ability to operate standard office equipment
- Valid driver's license and a properly insured vehicle
- Commitment to professionalism and integrity
- Excellent communication & interpersonal skills
- Experience in Salesforce and non-profit organizations preferred
- Associate's or Bachelor's preferred

Non-Technical Skills and Abilities:

- Champion of our cultural values
- Excellent organizational & planning skills
- Maintain confidentiality in all aspects of staff/member and agency information
- Ability to work independently and in a team, and be self-motivated

Employee Status: This is an hourly, full position, typically 40 hours per week

Salary: \$18-\$22 based on experience