

Office Manager

HESSCO, a non-profit social services agency, is seeking a full-time (37.5 hours per week) Office Manager. The Office Manager is responsible for oversight of administrative functions and coordination of the office and services within our office space; serve in an administrative capacity to oversee the administrative functions.

This is an on-site position however access to secure internet is required for occasional off-site work.

Essential Duties and Responsibilities include:

- Oversee daily duties of administrative staff to ensure that quality standards are being met and proper procedures are being followed
- Coordinate work schedules and duty assignments of the administrative staff
- Give guidance to administrative staff on distribution of work and assignments
- Give guidance to administrative staff on handling errors, problems, complaints and/or disputes
- Perform administrative staff evaluations in conjunction with subject matter experts
- Work with other supervisors to coordinate workplace activities with other departments, units or teams
- Maintain records, including inventory, orders, supplies, and maintenance documentation
- Maintains inventory of HESSCO equipment. Ensures assigned equipment is in proper working order and available for use
- Maintains physical space, ensuring a safe, clean, and functional environment
- Implements preventive maintenance schedules for building and equipment
- Ensure safety standards are followed throughout the office
- Maintains inventory of office and building supplies; reorders as needed
- Performs other related duties as assigned

Qualifications:

Minimum of three years of experience in a complex administrative role, preferably in non-profit and/or office management setting, with responsibility for procedural development and demonstrated ability to maintain confidentiality; supervisory experience preferred.

Required Skills, Knowledge and Abilities:

- Strong interpersonal skills and ability to communicate effectively
- Ability to multitask and to work with minimal supervision in a deadline-driven environment, balancing multiple priorities, ability to handle information of a sensitive and confidential nature
- Ability to work with diverse populations
- Ability to interpret policies, plans, objectives, rules and regulations
- Demonstrated experience using Microsoft Office Suite, including Excel, PowerPoint and Word