Office Manager Job Description

Job Title

Office Manager

Position Summary

The Office Manager is responsible for overseeing the daily administrative operations of the organization, ensuring the office runs efficiently and effectively. This role provides administrative support to leadership, finance support, manages office systems and procedures, coordinates vendors and facilities, and serves as a key point of contact for employees, visitors, and stakeholders.

Key Responsibilities

Office Administration

- Manage day-to-day office operations and administrative functions.
- Coordinate office supplies, equipment, and inventory management.
- Handle incoming correspondence, phone calls, and visitor reception.

Financial & Operational Support

- Process invoices, expense reports, and purchase orders.
- Coordinate banking deposits and administrative financial tasks as assigned.
- Support leadership with reports, scheduling, and project coordination.

Facilities & Vendor Management

- Serve as the primary contact for building management and service vendors.
- Coordinate office maintenance, repairs, and facility improvements.
- Ensure a safe, organized, and professional work environment.
- Manage relationships with contractors, technology providers, and suppliers.

Executive Support

- Manage and coordinate office calendars, meetings, and travel arrangements.
- Prepare assigned correspondence, presentations, and meeting materials.
- Support organizational initiatives and strategic projects as assigned.

Qualifications

- Associate's or some college preferred.
- Three years' related experience and/or training in office administration and basic bookkeeping.
- Proficiency in Microsoft 365 applications, including Word, Excel, Outlook, PowerPoint, and Teams.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong customer service and interpersonal skills.

Knowledge, Skills & Abilities

- Exceptional attention to detail and organizational skills.
- Ability to prioritize multiple tasks and meet deadlines.
- Ability to manage multiple projects and volunteers.
- Experience managing office and vendor relationships.
- Ability to work well with others at all levels.

Physical Requirements

- Ability to sit, stand, and move throughout the office during the workday.
- Ability to lift and carry office supplies and materials up to 25 pounds.
- Regular use of computers and office equipment.

Salary range is commensurate with experience and qualifications. Comprehensive benefits package available. Send resumes to uwajobs@unitedwayabilene.org