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**Job Description for Office Manager**

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| **Job Title:** | Office Manager |
| **Reports Directly To:** | President and Executive Committee |
| **Hours:** | Monday - Friday / 9 am - 2 pm (Part Time) |
| **Primary Purpose:** | To coordinate office procedures for a smooth and efficient operations of the JLCC and to work well with a diversified membership. |
| **Orientation Period:** | The first 90 days of employment are considered an orientation period. Employment with the JLCC is always at-will, which means either you or the JLCC may terminate the relationship at any time. |
| **Send Resume To:** | [info@jlcollincounty.org](mailto:info@jlcollincounty.org) |

**Education:** High School diploma

**Essential Role Requirements:**

* Effective communication and interpersonal skills
* Communicate clearly and interact positively with JLCC members, vendors, the public, public officials, and JLCC office visitors
* Maintain a high degree of confidentiality
* Have reliable transportation
* Ability to lift up to 25 pounds at times
* Ability to work independently, multitask, prioritize daily work assignments and be flexible

**Experience:**

* Preferred two (2) years of experience as an Office/Facility Manager, Administrative Assistant, or Coordinator
* Proficient in Microsoft Word, Excel, and Outlook

**Major Responsibilities and Duties:**

* Receive phone calls/emails and disseminate information to the appropriate JLCC members/council/committee, greet visitors, and receive deliveries.
* Receive mail daily and distribute to appropriate mailboxes in the workroom.
* Lead vendor relations and work with cleaning company for special requests and any problems. Place service requests for equipment repairs and other repairs needed for plumbing, electrical and computer issues.
* Oversee office management and order/reorder office supplies and maintain supply inventories for storage areas/closets, kitchen, and restroom.
* Work with Executive Leadership Council Executive Assistant to maintain an online calendar of JLCC meetings and activities.
* Place order and pick up JLCC name badges.
* Have an operating knowledge of all equipment at JLCC office (e.g., copier, Owl, projector) and educate JLCC members with equipment, as necessary.
* Work with non-members who request use of the JLCC office for meetings. Make room assignments, collect necessary forms, and conduct office orientation with point of contact.
* Submit request for reimbursement forms for payment of invoices.
* Assist with Bulk Mailings.
* Help JLCC sustainers as needed with printing their newsletter.
* Willingness to learn about JLCC’s history and organization structure.
* Other duties may be added as needed.

Updated 5/21/2022