



Job Title: Office Manager
Department: Office
Revision Date: 07/03/2021

Position Overview

The Office manager will organize and coordinate administrative duties and office procedures. Previous experience as a Front office manager or Office administrator would be an advantage. A successful Office manager should have experience with a variety of office software (email, spreadsheets, databases, and accounting software) and be able to accurately handle administrative duties.

Essential Job Functions

- Performs all tasks and duties of an Office Clerk and Office Assistant plus items list below
- Serve as the point person for office manager duties including: maintenance, mailing, supplies, bills, and cash receipts.
- Maintain the building conditions and arrange necessary repairs
- Assist in the maintenance of employee time records and the preparation of payroll
- Manages on-boarding process for all new employees
- Coordinates company benefits
- Responsible for accounts receivable balances including collections activities.
- Assists in accounts payable activities.
- Supervises performance and activities of office personnel
- Assist Grocery / Restaurant and Lodging management and staff as needed
- Ensure filling systems are maintained and current
- Other Duties as needed

Requirements

- At least 2 years of college or equivalent work experience
- Good computer skills including MS Word, Excel, and other software
- Self-Motivated and resourceful with a proven ability to multi-task and operate successfully under tight deadlines
- Basic knowledge of accounting. Experience with Quickbooks a plus
- Good planning and organizational skills

Other Skills/Abilities

- Good Communication Skills
- Ability to supervise others
- Develop a positive rapport with customers and co-workers
- Attention to detail and accuracy

Salary: Pay based on prior experience. Pay range begins at \$14.00 per hour, negotiable based on qualifications.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.