

JOB DESCRIPTION-OPEN

JOB TITLE: Office Manager

EXEMPT: Yes

SALARY RANGE: Minimum: \$45,500

Maximum: \$ 50,000

EMPLOYEE REPORTS TO: President/CEO

PREPARED BY: Sandra M. Strozier

DATE: Open-9-1-2021-TO 10-1-2021

General Statement of Duties

This position reports to the President/CEO. Highly motivated individual to oversee all front office operations including general Human Resources duties of the HAN. The incumbent in this position must maintain a high level of confidentiality at all times. Demonstrate cognitive ability in assessing and evaluating problems. Contribute towards the achievement of the HAN's goals and objectives. Under general supervision, coordinates the employment, application and interview process. Manages personnel functions to include benefits administration, leave records, personnel transactions, workers' compensation, processing midpoint reviews and performance management forms. Performs general clerical duties.

Key Duties/Essential Job Functions

1. GENERAL FUNCTION: Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving office supply requisitions; and performing clerical functions. Assist President/CEO with administrative functions as needed.
2. MAINTENANCE OF OFFICE EQUIPMENT: Operate, clean regularly, and recommend to the President/CEO HAN's maintenance needs for all office equipment (i.e., copier, folding machine, typewriters, computer, etc.).
3. ADMINISTRATION OF COMPUTER OPERATIONS: Do everything possible to become a proficient computer operator. Supervise all computer-related procedures. Plan overall utilization of computer capabilities. Responsible to see that all changes are kept up-to-date.
4. MAINTENANCE OF OFFICE FILES: Keep all files in an orderly manner and prepare filing system directions for other users.
5. OPEN, DATE, AND SORT INCOMING MAIL.
6. RECEIVES VISITORS TO OFFICE AND RESPONDS TO NEEDS.
7. HANDLES ISSUES RELATING TO TELEPHONES, CELL PHONES AND ANSWERING MACHINE.
8. INVENTORY CONTROL FOR OFFICE SUPPLIES. Provides an uninterrupted support of office operations. Orders supplies as needed.
9. ASSIST WITH RECRUITMENT, SCREENING, HIRING, and DISMISSAL OF STAFF: Prepare notice of vacancies, orient new employees, prepares separation notices, maintain Personnel Records.
10. STANDARD OPERATING PROCEDURES and PERSONNEL POLICIES. Coordinate the development of Standard Operating Procedures and Personnel Policies so that information, procedures and functions of

the ALL Departments and Personnel is kept up-to-date and is easily accessible to others should it be needed.

11. Maintains all payroll records, initiates paychecks, make sure all tax deposits, necessary reports to IRS and Social Security Administration, Unemployment Compensation Agency and Revenue Department are completed and submitted as required.
12. Responsible for the administration of all insurance policies, and employee benefits.
13. Assist with accounts payable and accounting department on a regular basis
14. Schedule training for employees, as required
15. Perform other duties as required.

Job Requirements and Guidelines

1. Protect the reputation and integrity of others through strict confidentiality.
2. Develop a professional attitude toward role.
3. Demonstrate a high level of trust.
4. Display the ability to communicate well, both verbally and written.
5. Create an environment that is inviting to people passing through on a daily basis.
6. Develop procedure for handling complaints and problems.
7. Develop procedure for handling visitors during office hours.
8. Cooperation in scheduling and planning to see that the goals and objectives of the HAN are being realized. This assumes a firsthand knowledge of current policies, procedures and programs at the HAN.
9. Keep abreast of HAN protocols by keeping policies current and drafting needed policies.

Qualifications/Education

Bachelor's degree from an accredited college or university in Human Resources, business management and accounts payable and one year of full-time work experience as a personnel technician, office manager, or the equivalent * OR* 90 quarter hours of college coursework/certifications and five years of full-time work experience in personnel support that involved primary responsibility for at least one personnel function (e.g., transactions, time and leave, insurance benefits, workers' compensation etc.) or an equivalent combination of education, specialized experience, and training that provides the requirement for this position.

Working Conditions/Physical Requirements

Sitting and working at computer for period of time, networking, public speaking, typing, reading, writing, filing, copying, faxing, answering incoming/outgoing calls, attending meetings/trainings, and being at HAN sites unaccompanied.

Must possess a valid driver's license and be able to be covered by the HAN's insurance.

AN EQUAL OPPORTUNITY EMPLOYER

APPLY WITH COVER LETTER & RESUME ONLY TO: sstrozier@numail.org

ONLY QUALIFIED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW

NO PHONE CALLS PLEASE