



Office Manager

Position Summary:

Reports directly to the Human Resource Director with the responsibility of coordinating and overseeing administrative duties and ensuring that the office operates efficiently and smoothly.

Responsibilities:

- Manage office services by ensuring office operations and procedures are organized and followed.
- Greeting visitors, answering a high volume of incoming phone calls and delivering world-class service to our customers.
- Develop and implement office policies by setting up procedures and standards to guide the operations of the office.
- Works closely with HR Director on the onboarding process to facilitate new hires' successful integration into the organization.
- Will connect the new employee with key information, resources, and people within the organization.
- Implements procedures, maintains administrative systems, and works closely with all MCC departments.
- Maintains the office condition and arranges necessary repairs when necessary.
- May handle or assist with discipline and termination of employees in accordance with company policy.
- Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Partner with HR to update and maintain office policies as necessary.
- Manage office supplies inventory and place orders as necessary.
- Serve as point of contact for all purchases within the agency.
- Maintain up-to-date employee Human Resources modules on the Data system.
- Ensure office equipment is properly maintained and serviced.
- Maintain a safe, secure, and pleasant work environment.
- Participate actively in the planning and execution of company events.
- Identify opportunities for process and office management improvements.
- Maintain up-to-date and accurate employee statistics on educational levels, positions, salaries, and medical benefits.
- Implement HR policies and procedures to provide reliable and efficient service, as well as a pleasant and productive work environment.
- Assist other departments as needed.
- Other duties as assigned

Job Qualifications:

Associate degree in a related field from an accredited college or university

AND

At least two years of relevant experience and possess proficiency with MS Office.

How to Apply: Please forward resume to Beth Rivera at brivera@marycrane.org or fax to 773-242-2881.