



**Job Title:** Office Manager

**Supervisor:** Program Director(s)

**Location:** Building Brighter Futures

**Job Group:** VII

**FLSA Status:** Non-Exempt

**SUMMARY OF DUTIES:**

The Office Manager is responsible for managing the office for the Building Brighter Futures program which includes 15 plus full time staff and 13 satellite locations. Assist Program director and BBF Coordinators in carrying out fiscal and administrative duties.

**RESPONSIBILITIES:**

- Responsible for the supervision of all customer service, clerical staff assigned to program in accordance with Agency policies and procedures. Assists BBF staff in hiring and onboarding process.
- Assists with ordering, inventorying and delivering program supplies.
- Develops and maintains record-keeping and client scheduling and billing system utilizing Agency software.
- Develops and maintains agency filing system for correspondence, program and administrative materials; originates and implements improvements in office organization.
- Maintains and ensures that confidentiality of communications, especially with relation to client/staff records, programs correspondence and grant. Ensures timely filing of documents in accordance with programs and grant requirements.
- Maintains inventory and purchase records for review by Program and grant requirements.
- Assists Director with grant and annual report forms. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

Graduation from a two-year business school, preference to candidates with supervisory experience. **OR** High school diploma or equivalency, including or supplemented by courses in typing and computer operations, **AND** six years full-time paid experience, including two years at the supervisory capacity.

**To apply, please use the following link:**

**<https://home.eease.adp.com/recruit/?id=976151>**

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