



Part-Time Office Manager - Job Description

Our organization is looking for an organized and self-motivated office administrator who will be responsible for providing administrative support to our office personnel. The office administrator's role will include working closely with our leadership team by handling clerical duties, helping to coordinate events, organizing files, and more. In order to be successful in this position you should be detail-oriented, professional, and have excellent written and verbal communication skills. This position is 20 hours a week.

Office Administrator Responsibilities:

- Welcoming visitors and directing them to the relevant office/personnel.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, résumés, and presentations.
- Coordinating and managing appointments, meetings, and the conference and playroom room schedule in order to prevent duplicate bookings.
- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, grant expense tracking, payroll preparation, etc.
- Update website and social media regularly.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Assist in planning and executing fundraising events.
- Overseeing the maintenance of office facilities and equipment, including purchasing office supplies, equipment, and furniture.
- Performing other relevant duties when needed.

Office Administrator Requirements:

- High School Diploma; Associates or Bachelor's degree in business, administration, or a related field is preferred
- 2 or more years of office administration experience.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Multi-tasking and time-management skills, with the ability to prioritize tasks.