

*Angel of God Resource Center, Inc.*  
*Job Description for Office Manager*

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**Position Title:** Office Manager/ HR Assistance

**Reports to:** Executive Officer/CEO and work with Fiscal Staff

Angel of God is seeking an experienced, reliable, well-organized and efficient Office Manager who appreciates a fast-paced team and assist with some HR functions. Candidate should have a pleasant personality, welcome guests and greet clients who visit the agency and via phone.

**Key Responsibilities:**

- Purchasing and perform a variety of advanced administrative duties including material preparation, data material, expense tracking, schedule maintenance and travel accommodations.
- Assist with budget preparation and spending control monitoring.
- Overseeing the work of all office employees to ensure work productivity, deadlines and company standards.
- Assist office employees struggling in their roles and obtain needed tools and information.
- Set up Staff Development/Training.
- Answering telephone call and emails from customers and clients directing them to relevant staff.
- Monitoring office supplies and ordering new stationary, furniture, appliances and electronics as required by the Executive Officer.
- Organizing maintenance by scheduling services to keep the office clean and safe and ensure its appliances are in good working order.
- Reporting office progress to Executive Officer and work with staff to improve office operations and procedures.
- Agency Benefit Package – sick & vacation, pension, and insurance.
- Assist with inventory and assist with audits.
- Attend meetings and training to maintain current and updated policies.
- Assist with Board Meetings
- Assist in recruitment and hiring new staff
- Update and maintain agency website.
- Follow agency policies and procedures

**Qualifications and Competencies:**

- Associate's Degree or Higher at least 2-3 years of experience in the office, and/or non-profit experience preferred...
- Computer knowledge (demonstrating word processing, Microsoft Word, Excel and the ability to use the internet)
- Strong prioritization and time-management skills who work well independently on team projects
- Strong verbal and written communication skills, flexibility and ability to comfortably adapt content and/or style to meet the needs of the employees.
- Must demonstrate ability to manage/multi-task producing quarterly reports / accept instructions and handle vendor contracts.
- Receive, sort, and distribute daily mail/deliveries when they come in, send faxes as needed
- Quick Books – Plus

### **Qualifications and Competencies (cont'd)**

- Organization and the ability to multitask to complete a wide variety of tasks and duties.
- Flexibility to help adjust to new tasks should the company or office need change.
- Strong interpersonal skills to interact positively with all employees.
- Leadership ability to manage challenges and oversee employees.
- Attention to detail to ensure tasks are completed thoroughly and correctly