

Pay: \$25.00 per hour

Job description:

Overview

We are seeking a highly organized and detail-oriented Part-Time Office Manager. The ideal candidate will have a strong background in office management and administration, with experience in managing various office and admin functions. This role requires excellent communication and organizational skills to ensure the smooth running of our team and to accurately track financial revenue and expenses.

*This position is best suited for someone who is either currently employed in a similar position and looking for additional work, or for someone who is semi-retired and/or other personal reason for the desire to work between 1-2 days per week.

We prefer Monday morning meetings with team and business owner, followed by office hours as needed to complete payables and organizational tasks for the week. Additional time in office or remote hours will be determined (by you and/or business owner) as needed and the additional hours are typically very flexible. Some weeks will require additional time in-office as well as occasional remote tasks (emails/texts/calls with vendors and clients).

Duties

- Manage office operations, ensuring efficiency and effectiveness in all administrative tasks.
- Open and organize all incoming mail, write checks, ensure accuracy of accounts payables and invoices.
- Handle job costing using our template for determining profitability on each job performed by our technicians.
- Conduct weekly meeting with business owner and team leader(s) to discuss the team's past week performance, and confirm current week's schedule .
- Maintain accurate records through bookkeeping, filing, and clerical duties.
- Serve as liaison to payroll company and assist with human resources functions as needed.
- Plan and coordinate company events, ensuring all logistics are handled smoothly.
- Utilize financial software for budgeting and financial reporting tasks.
- Ensure compliance with office policies and procedures while fostering a positive work environment.
- Provide official documents to vendors and clients as requested (certificates of insurance, w-9, product spec sheets, etc).
- Perform tasks that will aid in marketing to our current and past customers including grouping of customers based on region and customer type, plan and budget for mailing campaigns, offer sound plans for efficient tracking of leads and customer referrals, and assist with creating marketing materials.
- Reach out to clients via phone to ensure client experience is being upheld to the highest standard.
- Assist technicians in communication with clients as needed.

Skills

- Proven experience in office management or a similar administrative role.
- Proficiency in financial software for financial management tasks.
- Excellent organizational skills with a keen attention to detail.
- Strong communication skills, both verbal and written, to interact effectively with staff and clients.
- Ability to manage schedules efficiently.
- Strong multi-task ability.
- Knowledge of basic human resource standards.
- Knowledge of expense reports and organization of financial documents in regard to tax filings.

Job Type: Part-time

Work Location: In person