

## Office Manager

Do you have a strong work ethic? Are you a professional who is organized and efficient? Are you looking for an opportunity to advance your career? If you enjoy constant change, have a positive attitude, even in a time of stress, and you can thrive in a fast-paced environment, then the Office Manager opportunity may be ideal for you. The Office Manager role involves a full spectrum of office management and human resource responsibilities. This role is responsible for running the day-to-day office operations providing high-level administrative support to the executive team, ensuring efficient delivery of payroll, recruiting and onboarding, coordination of employee benefits, maintaining employee records, scheduling, supply purchasing, file management, and other related activities. If you are comfortable working independently as with a team, have fresh ideas and enthusiasm, and want to join a Team to make a significant impact on operations and your Colleagues, we would love to hear from you.

### **Duties and Responsibilities (including, but not limited to):**

- Prepare and post job advertisements, screen applications, arrange interviews, participate in the selection process, maintain a spreadsheet tracking applicants and send offer letters.
- Provide general administrative support such as preparing correspondence, forms and reports, arranges meetings, composes regular correspondence, processes confidential reports and documents (electronic and hard copy files), and tracks deadlines.
- Prepares documentation for new hires, or changes in pay, status or benefits.
- Administers and manages new hire onboarding and orientation.
- Conduct and evaluate background checks for new hires and data center client access.
- Establishes, maintains and controls employee records, recruitment records, files, correspondence, reports, and organization charts.
- Manages sensitive and confidential matters including employee relations, organization changes, and protects the security of information, data and files.
- Responds to and processes various requests from managers, employees and others.
- Interprets, assists and advises employees and managers regarding leave management and benefit administration, and HR procedures and policies within the specified guidelines.
- Coordinates training events or programs and recommends resources, as needed.
- Keeps up to date on current issues and matters in the organization related to Human Resources.
- Maintains updated/current job descriptions.
- Maintains and monitors records of employee benefits and salary.
- Monitor employee performance evaluations, salary increases, and growth opportunities.
- Maintains employee files by handling changes in employee status in a timely manner.
- Investigate, report and file any necessary OSHA or insurance claims

- Create and execute project work plans and revise as appropriate to meet changing business needs and requirements.
- Liaising with internal operations teams regarding process creation, documentation, and/or change management.
- Support sales and marketing documentation and initiatives
- Maintain inventories for all promotional, janitorial, kitchen, and office supply items. Purchase what is needed.
- Coordinate and maintain schedule for Janitorial Services, Plant Care and Dog Waste
- Data entry and validation of detailed data.
- Receiving and distributing daily mail and deliveries.
- Process, scan, and deposit all checks received.
- Accounting backup for scanning all documents.
- Coordinating process of creating deliverables and presentations for Leadership and Sales meetings.
- Maintain company templates for presentations, proposals, letterhead, etc.
- Create and coordinate internal documentation, including company policies/procedures.
- Organize vendor and partner contacts, data, and events.
- Enroll/Dis-enroll Employees and Clients with security access.
- Scheduling and support logistics for internal and external company meetings
- Serving as back-up to the first level of customer contact and routing inquiries to appropriate internal parties.
- Maintain company birthday and anniversary schedules.
- Plan company mixers and annual appreciation party.
- Plan company EOS Quarterly and Annual meetings + State of the Company meetings
- Errands as needed.
- Compliance and renewals of various licenses.
- Assisting in insurance audits.
- Prepare conference room for in-person meetings, including technology set-up and clean-up of conference room.
- Record meeting minutes and distribute when necessary.
- Manage professional calendar scheduling for CEO
- Ad-hoc projects as requested

### **Skills and Specifications:**

- Ability to identify, analyze, solve problems while working independently or in a team-oriented environment.

- Strong judgment and ability to make decisions independently when appropriate, and to understand when to escalate decisions for other stakeholder input.
- Self-driven, proactive, and naturally resourceful.
- Excellent time management skills working across multiple time zones.
- Committed to a culture of diversity and equal opportunity.
- Strong time-management and organizational skills with the ability to manage multiple concurrent projects and tasks with accuracy and attention to detail.
- Proficient in Microsoft Office and Google Suite and an aptitude for learning new software and systems.
- Ability to deliver effective results, meet tight deadlines and targets.
- Ability to facilitate meetings.
- Strong research skills and ability to negotiate contracts.
- Excellent written and verbal communication skills.
- Comfortable with technology and virtual meeting platforms.
- Ability to maintain confidentiality of highly sensitive information.
- Redmine knowledge and experience is a plus.
- Project Management and Event Planning experience is a plus.

#### **Education and Qualifications:**

- High school diploma
- 2+ years of general of office management or administrative assistant experience
- 1+ years of general human resources experience

#### **Compensation and Benefits:**

- Salary Range: \$65,000 - \$100,000 a year; based on experience
- Inclusion in the Operations Bonus Program
- Health Insurance, Vision, Dental, 401(k) + match, PTO, Paid Holidays, On-site Gym, Tuition Reimbursement, Financial Planning with Dave Ramsey

#### **Position Type and Expected Hours:**

- This is a full-time non-exempt position
- Monday - Friday: 9am - 5pm
- Possible Weekends, Evenings and/or Early Mornings for special events
- Flexible schedule and partial work from home options.