



PART-TIME OFFICE MANAGER JOB DESCRIPTION

Office Manager Role

Basic Function: The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for developing office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

Requires a professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoys the administrative challenges of supporting an organization of diverse people.

Responsibilities:

1. Partner with church leadership to organize and maintain office policies
2. Manage relationships, contracts, and price negotiations with vendors, service providers and contractors
3. Responsible for managing office services by ensuring office operations and procedures are organized, developed and implemented
4. Design and implement filing systems; ensure filing systems are maintained and current; establish and monitor procedures for record keeping
5. Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, and retrieval
6. Ensure correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved to guide the operation of the church
7. Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems
8. Design, implement, analyze and monitor internal processes as well as procedural and policy changes to improve operational efficiency
9. Responsible for developing standards and promoting activities that enhance operational procedures
10. Perform review and analysis of special projects and keep church leadership properly informed
11. Assist Personnel Committee in recruiting staff for the office
12. Organize enrollment, orientation, and training of new staff members
13. Ensure top performance of office staff by providing them coaching, mentoring and discipline; manage internal staff relations
14. Evaluate and manage staff performance
15. Assign and monitor responsibilities and tasks among office staff
16. Responsible for benefits administration
17. Ensure security, integrity and confidentiality of data and building

Desired Qualifications: Requirements:

1. Proven knowledge of office management experience and systems and procedures
2. Knowledge of administrative and clerical management, accounting and records management; human resource practices and procedures; business and management principles
3. An associate's degree in office or business administration, or equivalent business experience
4. Excellent time management skills and ability to multi-task and prioritize work
5. Attention to detail and problem-solving skills
6. Excellent written and verbal communication skills
7. Strong organizational and planning skills
8. Proficient in MS Office, Google Drive, and QuickBooks accounting software

To apply for the position, please submit a cover letter and resume to: kssmith@fbcwinston.org.