



Office Manager

Position Summary

The Office Manager is responsible for the day-to-day operations of the office and provides high-level administrative support to the CEO, CFO, and Board. They also assist with relationship management, research and analysis, and other duties as assigned. They supervise the receptionists, the IT Generalist, and facility vendors. This position reports to the CFO.

This is a full-time, salaried position. Hybrid with some in-office / onsite presence needed.

Essential Functions

Office Management (40%):

- Supervise IT Generalist and receptionists and ensure adequate reception and administrative coverage for all Canal Alliances offices.
- Oversee daily office operations, including supply management, file maintenance, and ensuring technology is running smoothly.
- Serve as purchasing agent for the organization and individual staff requests
- Responsible for Disaster Preparedness Plan – including researching and implementing necessary plans and trainings for staff. Work with Directors to keep Business Continuity Plan up-to-date
- Participates in VOAD and participates in weekly and monthly meetings

IT/Facilities (40%):

- Supervise IT generalist and maintain relationship with PCS (external IT support). Serve as backup as needed.
- Work with the IT generalist and PCS to develop policies and procedures for IT operations at Canal Alliance
- Supervise and coordinate facility vendors to ensure maintenance and prompt repair of CA facilities
- Manage facility's central services such as cleaning, pest control, HVAC updates, waste disposal and parking
- Act as a liaison with landlord and vendors.
- Develop policies and procedures for the use of facilities and supplies
- Responds to facility and equipment alarms and system failures
- Provides prompt response to requests from facility occupants

Executive Assistance (20%):

- Manage the CEO's schedule, coordinate appointments, meetings, and events, and ensure that the CEO's time is used efficiently.
- Build and maintain relationships with clients, vendors, and other stakeholders on behalf of the CEO.
- Schedule Board meetings [including management of all meeting logistics if in-person], coordinate the attendance of Board members, and make sure all necessary materials are distributed in advance.
- Maintain the Board site and take accurate and detailed minutes of Board meetings.
- Support the planning and organization of company events such as off-site retreats, team-building activities, and holiday parties.
- Support the logistics of all staff meetings and trainings.



Requirements

- At least 2 years of office management / executive assistance experience.
- At least 1 year supervising experience.
- Bachelor's degree in business administration, communications, or management, or closely related field. Equivalent combination of education and experience may be considered.
- English and Spanish fluency, preferred.

Knowledge, Skills, and Abilities

- Experience working with culturally diverse teams and inclusive decision-making.
- Strong organization and communication skills, with excellent follow-through.
- Proven time management skills.
- Ability to adapt to changes in priorities, shifting timelines, and unexpected events.
- Proficient with Microsoft applications including Outlook, Word, PowerPoint, and Excel.
- Solid knowledge of office IT infrastructure needs / Windows environment.
- Salesforce experience preferred.

Please use this link to apply:

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