

Job Announcement



Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic and social systems. We do this by providing safe places, skills development, business training and loans, and connections to community resources.

Job specification:

POSITION TITLE: **Office Manger**

SUPERVISED BY: Chief Executive Officer

CLASSIFICATION: Exempt, Full Time

REVISION DATE: April 2017

How to Apply:

Interested candidates should email a **resume and cover letter** to: humanresources@openingdoorsinc.org.

Include "Office Manager – [Your name]" in the subject line.

No phone calls please.

SUMMARY:

The **Office Manager** position requires the individual to manage the day to day general office activities.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience

Speaking a foreign language preferred (Spanish, Arabic or Farsi/Dari)

KEY RESPONSIBILITIES include but not limited to:

- Responsible for daily management of office by ensuring operations and procedures are organized; timely distribution and dissemination of mail correspondence to the appropriate staff, develop and maintain filing systems; ensure timely ordering of office supplies and that requisitions are reviewed and approved; ensure that clerical functions are properly assigned and monitored;
- Work with supervisors to serve as the lead administrative contact to timely post/advertise, recruit and screen new employees; work with supervisors to screen and interview candidates; conduct reference checks; process job offers; conducts new-employee orientations and exit interviews.
- Address employee queries regarding office management issues (e.g. IT request, stationery, hardware etc.)
- Develop, implement and periodically assess office procedures to manage day-to-day administrative operation of the office. Ensure procedures are developed to achieve efficiency. Periodically measure and revise procedures as needed.
- Ensure that results are measured against standards, while making necessary changes along the way;
- Regularly assess the physical condition of the office and advise and order necessary repairs;
- Establish and maintain employee personnel records including change of status, personnel actions and all other related personnel records. Ensure timely completion of employee personnel files including new hires, termination, and completion of hiring forms as required by specific grants and when informed by program managers.
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement;
- Timely maintain accurate personnel hiring, termination, annual review, records.
- Administer employee benefits: register employees for benefit plans, serve as the primary contact for benefit-related questions or complaints, and work directly with vendors to resolve issues.
- Work with HR lead to ensure timely and correct filing of workers compensation claims and prepare reports for insurance carrier.

SUPERVISORY DUTY

Office Manager supervised Administrative Assistant, volunteers or interns performing office tasks.

COMPETENCIES

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

- Adaptability: Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- Computer skills: Must be proficient with Microsoft Office (Word, Excel and Access), and a willingness to learn other programs maintained by the agency
- Diversity: Show respect and sensitivity for cultural differences.
- Interpersonal Skills: Focus on solving conflict, not blaming; maintain confidentiality; keep emotions under control; remain open to others' ideas and try new things.
- Judgment: Display willingness to make decisions; exhibit sound and accurate judgment.
- Managing People: Include staff in planning, decision-making, facilitating and process improvement.
- Organizational Support: Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Planning/Organizing: Prioritize and plan work activities; use time efficiently.
- Problem Solving: Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations.
- Professionalism: Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries, becoming neither under- nor over-involved in clients' personal matters. Use professional judgment when interacting with client in social setting.
- Quality Management: Look for ways to improve and promote quality.
- Teamwork: Balance team and individual responsibilities; contribute to building a positive team spirit.
- Written/Verbal Communication: Write/speak clearly and informatively in English.

Opening Doors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.