



POSITION DESCRIPTION
OFFICE MANAGER

POSITION TITLE: Office Manager
REPORTS TO: CFO
DEPARTMENT: Admin
STATUS: Exempt
PRIMARY LOCATION: 533 Foundry Rd, W. Norriton, PA 19403

POSITION SUMMARY

In this role, you'll be responsible for the organization and operation of systems and physical assets used by supporting staff, maintaining equipment, and assisting the CFO and CEO. Your responsibilities include ensuring a professional and organized workspace by providing vital administrative and HR-related support to various departments, coordinating staff training, serving as the IT liaison, and generating office agendas.

PRIMARY DUTIES AND RESPONSIBILITIES

General:

- Keep the CFO updated: Providing timely updates is essential for effective leadership and decision-making.
- Maintaining a board, committee, and employee anniversary calendar
- Provide administrative support: data entry, filing, mail sorting, and report generating as needed. Must be adaptable with the ability to harmonize possible competing tasks
- Maintain office equipment and all IT, phones, etc
- IT liaison: Ensuring technology is functioning is important but can be addressed when issues arise
- Maintains general knowledge of staff duties and schedules
- Maintains "info" email inbox

CEO:

- Supports the CEO by managing calendars, meetings and anticipating administrative tasks
- Assists with Board documentation, meetings, and reporting
- Maintains a high level of concern for the Habitat mission and image as it relates to clients and the public

HR:

- Oversee job postings and job description database
- On and offboarding for all staff (excluding payroll) and program administration for new employees and board members
- Initiate and coordinate staff training including MyHabitat administration
- Advocacy: Champion initiatives for well-being, diversity, professional growth, and positive workplace culture. Mediate conflict for a collaborative environment, contributing to staff retention and organizational success.

REQUIREMENTS

- Exhibits strong project management abilities through adept coordination of cross-functional projects with competing deadlines, complemented by proven experience in team-oriented, organized, and deadline-driven environments.
- Demonstrated track record of effective collaboration with diverse teams and communication styles
- Prior experience supporting administrative tasks, maintaining IT proficiency, and advocating process improvements
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, etc.).
- Previous HR experience in fostering a positive workplace culture is preferred.
- Experience in staff training and onboarding processes.
- Experience in dealing with confidential and sensitive information

EDUCATION

High school degree required, associate or bachelor's degree from an accredited college or university, or related experience preferred.

EXPERIENCE

A minimum of 2 years of experience working in an office setting

DRIVERS LICENSE

A valid driver's license, reliable transportation, and willingness to travel as needed are required. Employment is contingent upon the completion of a successful background check and child abuse clearance.