

## **Office Manager**

**Immediate Supervisor:**  
**Supervisory Responsibility:**  
**Classification:**

**Executive Director**  
**Office Administrative Assistants, Receptionist**  
**Exempt**

### **Function:**

Implements organization's office policies, procedures and employee meetings. Functions in accordance with Executive Director, Board of Directors and handles details of a highly confidential and critical nature.

### **Major Duties:**

#### Personnel Issues

1. Oversees implementation and answers questions regarding office policies and procedures. Streamline/ post documentation of current HEC processes/ procedures.
2. Serves on interview panel for hiring of new employees. Updates questions and forms as appropriate.
3. Initiates background check process and facilitates new employee orientation.
4. Maintains and updates HEC handbook as appropriate.
5. Maintains and updates HEC forms (travel, in-kind, subcontractor, etc.).

#### Office Management

1. Monitors receiving and distribution of new equipment.
2. Ensures phones and office coverage by appropriate staff during office hours.
3. Oversee Reference Room; organization of materials.
4. Oversees office supply ordering procedure.
5. Key contact/liaison for office facility management vendors (e.g. property management, phones, etc.).

#### Administration-fiscal, Grants Management, Contracts

1. Facilitates the timely submission of grant/contract invoices by ensuring communication, review/ approval by CPA, Program Directors, Administrative Assistant and Executive Director.
2. Maintains current grant applications/proposals, forms, and budgets.

3. Shares in responsibility of grant proposals, progress, and final report writing.
4. Completes all HEC affiliated applications (United Way, Gifts in Kind).

#### Board of Directors

1. Attend Board meetings; assume responsibility for the writing of minutes and packet distribution.

#### Requirements

- Bachelor's degree with at least 2 years of experience in office management
- Proven supervisory skills
- Effective oral and written communication skills
- Ability and willingness to travel and work occasionally in the evenings and on weekends

#### Compensation

This is a full time, exempt position. Salary will be determined commensurate with experience and education. After 90 days of continuous employment, benefits including medical, dental and life insurance, vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.