



## **POSITION TITLE: OFFICE MANAGER**

(Administration)

Reports to Business Operations Director

### Function

The Office Manager is responsible for all aspects of communications, office maintenance, staff support, safety and human resources, IT coordination, asset management, mail needs, office operational efficiencies and office culture.

### Primary Tasks

- Assist company executives with scheduling and keeping them on task
- Work with all vendors to maintain facilities and systems
- Complete new hire walkthroughs, orientation, and all safety trainings
- Assets management servicing and tracking according to local and federal law
- Develop and maintain a positive office culture and environment

### Secondary Tasks

- Coordinate meetings between teams
- Update website and blog with provided content
- Gather staff requests and troubleshoot or pass off to correct managers
- Answer phones and direct to appropriate persons
- Maintain supplies, snacks and general office cleanliness
- Organize company events
- Regular runs to post office and mailbox to pick up mail and distribute (proper handling of outgoing mail in a timely manner)
- Proof-read/quality control for written documents
- Assist in marketing and branding initiatives

### Education Requirements

- BS/BA in business administration or relevant field

### Experience Requirements

- Minimum of 5 years of experience in administrative support and/or office management

### Skill Requirements

- Competency with Microsoft Office
- Effective oral and written communications
- Established organizational skills and an implementer attitude

- Valid driver's license with good driving record
- Experience negotiating optimal pricing with vendors

## Preferred Education, Experience and Skills

- Ability to breakdown large tasks into practical steps
- Experience with project management and executive assistance
- Ability to multi-task and prioritize activities
- Drive to establish and maintain effective working relationships with clients and staff
- Ability to work both independently and as guided by staff
- Exhibits kindness and humility in all dealings
- Adaptable to changes in functions or tasks
- Takes pride in quality work product and service
- Capable of meeting deadlines

## Physical Requirements

- Can work at office computer terminals and/or workstations with occasional lifting of such equipment as necessary
- Must be able to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl
- Must be capable of lifting and carrying a weight of approximately 50 pounds over uneven surfaces
- Capable of working outdoors in all weather conditions, including periods of temperature extremes occurring in the BKI service area
- Capable of working outdoors during periods of poor air quality resulting from pollen or dust contamination, which may contribute to allergic, or respiratory distress
- Capable of working under tight deadlines of potentially stressful situations
- Capable of focusing on complicated issues for extended periods

## Code of Conduct

- Able to function as a member of a work unit, maintaining an effective and cordial relationship with all other employees
- Maintain a commitment to excellence and promote the same commitment in coworkers
- Recognize and acknowledge the obligation due and importance of all BKI customers
- Recognize oneself as an integral part of the BKI departments and employees
- Positively represent BKI during and outside established work hours
- Exhibits BKI's core values at all times: hungry, humble, dedicated, open and honest communication