

JOB ANNOUNCEMENT

Office Manager



Adams County Economic Development, Inc., (ACED) currently has an opening for Office Manager.

ABOUT ACED

ACED is a nonprofit economic development agency that serves primary businesses in Adams County with a dynamic mix of site selection, business retention and membership services and programs. ACED is a membership organization comprised of 100+ business, community and elected leaders. We work at the speed of business to deliver high quality results for our companies and members. Our six-person staff works as a team, with high levels of professionalism, initiative and autonomy.

POSITION SUMMARY

The Office Manager is a highly visible, frontline position in the organization, performing a broad range of office administration and management duties that support economic development and membership services and programs. The Office Manager is a critical member of the ACED team.

REPORTING RELATIONSHIP

Reports to the President/CEO

PRIMARY RESPONSIBILITIES

General Office Management

- Office facility and systems management
- Event and meeting management
- Support the President/CEO

Administrative / Clerical

- Coordinates and maintains corporate and office records
- Manages the agency's human resources activities including personnel processes, vacation and personal leave, job descriptions, and retirement and benefit programs
- Coordinates and administers general business and administrative activities of the organization including purchase decisions for equipment, furniture, leases, office procedures and systems
- Maintains and updates the policy manual, board bylaws, and other corporate records and files
- Assists staff with research, reports and presentations
- Coordinates proofreading and final draft approval for printed materials
- Responsible for the integrity of databases, staff lists and references, and generates labels, lists and reports on request
- Receptionist duties
- Manages mail, courier service, internal routing of documents
- Maintains and organizes adequate office and kitchen supplies
- Ensures the overall professional appearance of the office
- Assists with special projects and other duties as assigned

Event Coordination

- Ensures successful board meetings, member events, taskforce meetings, and special events by coordinating and supporting pre-event planning, venue contact, development and distribution of collateral materials, on-site event logistics, and post-event evaluation
- Processes meeting and event invitations and RSVPs
- Manages reservation and supports use of conference rooms, projectors, microphones, laptops, etc.
- Makes name tags, name cards, signs, elected officials lists, etc.
- Develops, distributes and administers post-event surveys
- Invitation and RSVP follow-up as needed

Communications

- Website content updates and liaison to website consultant
- E-Invitation distribution
- Coordinates compilation of Executive Committee and Board of Directors meeting materials

Facilities Management

- Information technology liaison
- Property management liaison
- Equipment and furnishings vendor liaison

SECONDARY RESPONSIBILITIES

- General staff support
- Performs other related duties as assigned or appropriate

CONFIDENTIAL INFORMATION

The Office Manager is required to work with and safeguard confidential information on a daily basis. Confidentiality is regularly entrusted, so records and information must be handled with personal integrity to assure employee and client confidence, and the integrity of ACED.

WORK HOURS, TRAVEL & EXPENSES

This is a full-time position (8:00 a.m. to 5:00 p.m., Monday through Friday), however, availability to attend meetings before and after business hours is expected and sometimes required. A valid driver's license and use of personal vehicles is required for local travel. Approved business-related expenses are reimbursed.

EDUCATION AND TRAINING

Degree required. A minimum of 5 years of prior office administration experience is preferred.

REQUIRED SKILLS

- Excellent verbal and written communication skills
- Excellent organizational and multitasking skills
- Exceptional people skills with the ability to establish and maintain effective working relationships with companies, investors, boards, employees, elected officials, agencies, community organizations and groups, media, special interest organizations, business officials and the public
- Strong team player who keeps the best interest of the organization at heart
- Demonstrated professionalism in appearance and behavior
- Initiative to start tasks and projects independently, follow through in all areas, and meet deadlines
- Proficiency in PC Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Experience with Word Press, Photoshop Elements and graphic design preferred.
- Project management experience preferred

STARTING SALARY RANGE

\$45,000 to \$55,000

HOW TO APPLY

Email resume and cover letter to: HumanResources@AdamsCountyED.com
No phone calls please.

DEADLINE

Applications will be accepted until the position is filled.

Posting Date

June 17, 2015