



**Job Title:** Office Manager

**Reports to:** President

**Department:** Administration

**Classification:** Exempt / Full-time

**Revision Date:** 3/3/2008

**Working Days/Hours:** M-F 7:30am – 4:00pm

#### **Position Overview**

The Office Manager is the administrative department head, reporting to the President. In addition to managing day to day office operations, the Office Manager will also fill in as necessary with the Assistant Project Managers. The Office Manager manages and oversees human resources, accounting, and government compliance issues, training new bookkeeping, administrator and operation employees.

#### **Essential Job Duties and Responsibilities**

- Oversees Bookkeeping, Human Resources, Administrative and Operations
- Supervise office staff
- Manages day to day office activities/personnel
- Support Assistant Project Managers as necessary
- Responsible for delegating to personnel those duties that will successfully accomplish the mission of CCI
- Manages office staff training
- Manages the establishing, implementing and maintaining compliance of Standard Operating Policy & Procedures
- Manages office technology
- Manages hiring, firing, performance evaluations
- Manages forms management
- Manages contracts and safety notifications and legal issues
- Manages business, training, vendor and staff meetings

#### **Requirements**

- 5 years Office Management experience within the past 7 years
- Minimum High School Diploma some college or training in accounting/business management
- Knowledge and experience of MS Outlook, MS Word, MS Excel, MS Access – Basic understanding of IT
- Knowledge and experience using QuickBooks Pro (or other accounting software)
- Experience using office equipment (Copiers, scanners, fax, printers, etc)
- Pass drug screening and criminal background check
- Have reliable transportation
- Previous supervisory experience
- Above average communication skills
- Highly Organized with attention to details
- Works well in team environment
- Integrity, honesty and responsibility with a desire to contribute to a team

#### **Physical Requirements**

- Ability to perform sedentary tasks in a mentally demanding and stressful work environment.
- Ability to lift up to 30 lbs on a regular basis
- Ability to travel up to 5% of time

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date