

SUMMARY POSITION DESCRIPTION

Position: Office Manager
Reports to: Vice President/President
Ref#:
Job Band: Management

Department: Admin Department
Incumbents: 2
FLSA Status: Exempt

Summary of Position: Responsible for overseeing the daily operations of an office and its various departments. Provides general affairs, finance, and human resources support including office matters oversight, recruitment and staffing, payroll administration, partial accounting responsibilities, employee relations, and supervises the staff's associated functions.

Essential Duties and Responsibilities (other duties may be assigned)

- Setting up appointments, conferences and managing meeting rooms
- Provide general support to visitors
- Managing the office/office equipment/leases, renovation and maintenance programs, office safety, overseeing the purchasing function, corporate card memberships, negotiating hotel rates and arranging for insurance coverage
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Manage office G&A budget, ensure accurate and timely reporting
- Address employees queries regarding office management issues (e.g. stationary, Hardware and travel arrangements)
- Manage contract and price negotiations with office vendors, service providers and office lease
- Undertake some accounting responsibilities by ensuring that all items are invoiced and paid on time
- Oversee payroll and payroll tax administration to ensure the timely and accurate processing
- Provide employee relations support, identifying concerns and recommending solutions
- Assist in administering human resources programs including employee benefits, affirmative action, tuition assistance, performance appraisal and records maintenance and retention
- Partner with HR to update and maintain office policies as necessary
- Assist in the onboarding process for new hires
- Complete projects as assigned.
- Support SGL Rotational Staff for local integration
- Representing the company in a professional manner
- Whether working remotely, or from the office maintain the same level of productivity.
- Support company goals and directives
- Report urgent issues to management timely
- Assist in termination of employees or terminate direct reports when necessary
- Performs other duties as assigned

Supervisory responsibilities: Yes – Office staff as requested/needed

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Qualifications

- Knowledge of human resources including: recruitment and behavioral interviewing techniques, compensation and employee benefits administration, staff orientation, employee relations, training and development, personnel policies and practices and familiarity with federal, state and local legislation
- Knowledge of and the ability to oversee the payroll function
- Ability to anticipate, recognize, define and develop resolutions to problems
- Ability to define roles and responsibilities, provide regular feedback and coaching and to foster staff member's professional development
- Demonstrated project management skills
- Demonstrated listening skills with the ability to clearly present ideas verbally and in writing

Education and Experience

- Undergraduate degree in Business Administration or equivalent experience
- 5 -7 years of work experience in an administrative/office management role.
- General knowledge of Human Resources and Finance

- **Additional Skills and Abilities**

Skills/Abilities	Excellent communication, organizational skills and time management skills
Computer Proficiency	Microsoft Office, ADP's Workforce Now
Language skills	
Mathematical skills	Basic math skills
Reasoning ability	Ability to analyze situations & make decisions quickly
Certificates, Licenses, Registrations	N/A

- **Physical Demands/Work Environment**

Physical Demands	Work Environment
Sitting for long periods working at a computer	Office Environment
Ability to lift up to 15 pounds at a time	