

Job details

Job Type -part-time

Full Job Description

Office Manager - Loomis Chamber of Commerce

The Loomis Chamber of Commerce promotes positive economic growth while protecting the environment for all businesses and supports programs which preserve and improve the quality of life for the entire community.

The Office Manager role is responsible for supporting the President in the day-to-day operations of our company workflows and workforce. The position is also responsible for all aspects of the organization's administrative set up, and budget set up. The Office Manager reports directly to the President. This is a non-exempt, hourly part-time position.

ESSENTIAL OBJECTIVES

The Office Manager is responsible for the following, primary objectives:

- Providing high level support and assistance to the President/CEO by acting on the President/CEO's direction to complete and execute correspondence, meeting arrangements, follow up correspondence, and programs/projects.
- Ensuring that staffing and office schedules are sufficient for meeting the needs of the workplace.
- Conducting limited bookkeeping, reporting, and official minutes taking.
- Organizing Board meetings, Board committees, Board meeting schedules, minute taking, and all aspects of Board meeting arrangements.
- Acting as a liaison to the President/CEO for the office building's maintenance, tenants, and upkeep.
- Responsible for the organization's administration, and for arranging and facilitating staff meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Office Manager is responsible for the following, specific duties:

- Ensuring the office operations are maintained and in good working order, including managing schedules, and overseeing all aspects of building maintenance, safety, and security.
- Working with CPA to prepare monthly financial reports for the Board.
- Overseeing Board meeting preparation and administration, including scheduling and attending monthly Board meetings and Executive Board meetings, preparing minutes of all scheduled meetings, and all related Board activities.
- Supporting the Legislative Council by attending monthly meetings, preparing minutes, and other related activities.
- Overseeing all aspects of the organization's administration and ensuring there is an administrative process, Standard of Procedures, and organizational methods for all aspects of administration.

QUALIFICATIONS

- Proficient in Microsoft Word, Excel, Constant Contact, Outlook and Publisher.
- Strong communication & organizational skills.
- Strong coordination skills,
- Ability to work on multiple projects simultaneously.
- Inherently a strong communicator, problem solver, and relational.
- Possess a strong ethical business attitude.
- Must demonstrate flexibility in hours, responsibilities, and a willingness to take on additional duties.
- Proficient in of Social Media Targeting and Communication (Preferred)

WORK ENVIRONMENT

The position may work in a professional office environment, telecommute at a home-office, and/or work on event sites.

Position may require:

- Bending, lifting, carrying, climbing, pushing, standing, sitting, walking, hearing, and speaking.
- Tolerating exposure to heat, cold, dust, humidity, and noise.

This is a non-exempt, hourly part-time position estimated at 24 hours per week plus additional hours for events

Job Type: Part-time

Schedule:

- 4 Days a week 6 hours a day
- Weekends

Education:

- High school or equivalent (Preferred)

Experience:

- Executive Administrative: 3 years (Preferred)

Company's website:

- www.loomichamber.com