

Job Title: Office Manager Job Description

**Reports to:** Executive Director

**Primary Interfaces:** Association Staff, Board and Volunteer Leaders, Vendors

**Status:**  This is a full-time, non-exempt position

Summary:

The Office manager will be highly organized and have a solid track record of multi-tasking and outstanding customer service. This is a full-time position working Monday – Friday with hours generally between 8:30 am – 4:30 pm. However, it is necessary to be flexible with hours, particularly during events, in order to complete the tasks in a timely fashion. Travel is minimal and would be within the Milwaukee Metropolitan area.

This is an hourly, non-exempt full time position with pay ranging from $16-$19/hour based on experience.

Responsibilities:

1. Be first point of contact for guests, phone callers or general email inquiries.
2. Maintain an office calendar, including follow up action items with staff and committees, including recording and following up on assignments at staff meetings.
3. Maintain the office filing system including archives.
4. Maintain office inventory and hospitality supplies.
5. Mailings, copies, meeting preparation and other office support functions.
6. Arrange for travel arrangements for the Executive Director, Staff, Board Members, or visiting guests when necessary.
7. Manage committee and board communication.
8. Assist Staff in scheduling new member and potential member visits.
9. Assist in day-to-day management of goals and objectives.
10. Contact members as needed for events, programs and membership.
11. Assist in preparation for all meetings and events. Attendance at some events will be required and may extend beyond normal work hours.
12. Be an active part of the staff, offering ideas for efficiency and other growth items whenever possible.
13. Develop and implement systems as appropriate.
14. Serve on committees as directed.
15. Manage office room rental and meeting setup, including food and beverage service if needed.
16. Maintain clean office, including plants, scheduled maintenance, and kitchen area.
17. Grade all tests associated with the contractor dwelling educational series
18. Complete the recording of all MBA events and membership meetings.
19. Complete survey tabulations from education and consumer events
20. Manage inventory and sales of Industry Standard Books
21. Maintain Certificate of Insurance records and others as directed.
22. Assist Executive Director in preparation for Contractors Arbitration Board and other groups, as directed.

## Requirements

Candidates should have a passion for the practice and progression of non-profit work, ability to work independently and in collaboration with others; excellent communicator in possession of written and verbal skills; ability to be a contributing team member; ability to actively listen; willing to work in a fast paced environment that demands extensive computer usage.

Knowledge of Microsoft Office products, QuickBooks, website or graphic design experience is a plus.

**Experience Required:**

* An Associate or Bachelor’s Degree is highly desired.
* 1-3 years of experience in an office or professional setting
* Experience working in non-profits or associations is highly desired
* Expertise using Excel and other Microsoft software is required
* Professional oral and written communications skills required
* Attention to detail and excellent organizational skills are required
* Have a valid drivers license and a reliable vehicle
* Please note that a background check will be conducted prior to hire

**Work Environment:**

Employee primarily functions in an office environment. Light lifting will be expected (less than 25 pounds). Employee may be expected to attend occasional evening or weekend member functions averaging one per month.

I affirm that I am able to perform all of these responsibilities and understand the scope of the position.

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Signature Date