



Office Manager, Administration

The Office Manager, Administration coordinates administrative and administrative financial services for the organization. This includes, but is not limited to support services, telecommunications, maintenance, purchasing, and vendor. Assist the VP of Finance of administration of new hire onboarding, Request for Proposals and Accounts Receivable and Payable. Manages special projects as required.

Management Tasks

- Answer telephones and transfer to appropriate staff member
- Provide homeowner callers with their local affiliate contact information using MapPoints or to other sources of assistance, if there is no affiliate in the homeowner's zip code area
- Meet and greet visitors
- Serve as the liaison with building management on all office space issues, and assist staff with various requests and needs, including office space issues/problems.
- Attend tenant meetings on behalf of RT and lead the emergency preparedness team
- Oversee the management of assets including laptops, printers, copiers, fax machines, etc.
- Serve as liaison to outsourced technical and computer system vendor, including handling day to day computer issues that employees have
- Perform general clerical duties to include but not limited to mailing, UPS shipping, courier service, filing, photocopying, faxing
- Open, sort, process, and distribute incoming correspondence, including, mail, faxes, UPS
- Research price, purchase, store, organize, charge each department, and maintain adequate office supplies (including letterhead, mailing envelopes, business cards, coffee, water filter supplies and equipment).
- Read and record monthly usage of copiers and Neopost machines; prepare, print reports, and distribute charges by department and individuals
- Maintain/Update internal organization chart, staff/telephone directories, postage, and copier account codes
- Other duties as assigned

Accounts Payable

- Review invoices and enter bill.com payable for some vendors, eg. DC healthlink, Ameritas, UNUM, FSI Solutions, Bank of America, Rent, American Express, Insurance, Telephone etc.

- Collect all necessary vendor forms, contracts, W9, etc.
- Assist in preparation, collection and scoring of Request for Proposals (RFP) in accordance with our procurement process
- Maintain historical RFPs based on our retention policy

Accounts Receivable

- Prepare incoming check log and coding sheet daily. Communicate with applicable departments and staff regarding proper coding.
- Receive monthly bank statements, and obtain review sign off, and signature of signing officer

Human Resources

- Prepare materials and office needs for all new hires, including the New Hire Orientation binders
- Coordinate invitations orientation with appropriate staff members
- Ensure all employee have appropriate work spaces including furniture, technology and build/suite access

Competencies

- To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.
- Oral communication-the individual speaks clearly and persuasively in positive or negative situations.
- Problem solving-the individual identifies and resolves problems in a timely manner.
- Quality management-the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and security-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

Education, Skills and/or Experience

- Must possess excellent telephone and communications skills.
- Must enjoy phone work and be able to respond to callers and visitors and determine appropriate routing action.
- Proficiency using MS Office and a general comfort with current and new technologies.
- Organizational skills for multiple tasks.
- Must enjoy detail work and be willing to pay meticulous attention to record keeping and output.
- Ability to recall information and carry out tasks/assignments with minimum of supervision.
- Accurate keyboard skills.

- Must be flexible and work well under pressure and have the ability to lift up to thirty pounds.
- Bachelor's degree with minimum 1 years' experience, or equivalent combination of education and experience.
- Preferred Rebuilding Together AmeriCorps Alumni experience.
- Speaking knowledge of Spanish helpful, but not required.
- This is a Washington DC based position.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

How to Apply

Interested applicants should submit a resume to ATrue@rebuildingtogether.org. Please indicate "Office Manager, Administration" in the subject line.