

## **Office Manager Job Description**

As a key member of the New Mexico Center on Law and Poverty's staff, the Office Manager provides high quality office management, communications, administrative and other systems support, and assists in event production and financial and personnel functions of the organization. The Office Manager is directly responsible to the Executive Director. This is a full-time position of 40 to 45 hours per week.

The Office Manager does or supervises the following:

### **MANAGE COMMUNICATIONS AND TECHNOLOGY**

- Support staff to learn and use computer applications, remote login functions etc
- Organize and maintain centralized information files and organizational procedures including hard copy central program files and all administrative files and records
- Set up and maintain backups of all electronic files
- Maintain and troubleshoot office equipment, including phone system, copiers and computers

### **MANAGE AND PROVIDE GENERAL ADMINISTRATIVE SUPPORT**

- Manage business contacts and arrangements
- Manage purchases: research, collect and analyze competitive products and bids; communicate with vendors; maintain an adequate and well-organized store of office supplies
- Support Executive Director in communication with Board of Directors
- Manage logistics of conferences/trainings, special meetings and retreats
- Produce, prepare and send mailings
- Maintain administrative files and manuals and media hard copies and files

### **MANAGE RECEPTION AND QUALITY OF PHYSICAL WORKSPACE**

- Open the office daily
- Sort and distribute mail and faxes
- Answer phones and greet visitors
- Receive and handle faxes
- Receive and respond to requests for information
- Ensure that the office is kept neat and clean, oversee office cleaners and staff chores

### **ASSIST WITH CERTAIN PERSONNEL FUNCTIONS**

- Assist with advertising for and recruitment of new staff and interns
- Set up workspace for new staff and provide orientations for new staff or interns
- Initiate and help maintain personnel files
- Assist in managing employee benefits and implementation of certain personnel policies
- Work with bookkeeper in maintaining timesheets, attendance records, etc

PARTICIPATE IN FINANCIAL MANAGEMENT

- Provide a control function as part of an auditor-approved segregation of duties, including opening mail and managing the approval of invoices, making deposits, maintaining petty cash account, etc.
- Assist in maintaining financial records

PROVIDE ADMINISTRATIVE SUPPORT TO SOME STAFF

- Organize legal files
- Assist with scheduling and correspondence

OTHER DUTIES AS REQUESTED BY THE EXECUTIVE DIRECTOR OR LEGAL DIRECTOR

REQUIREMENTS OF THE POSITION

- Very strong organization skills
- Very attentive to detail
- Strong communications skills
- Technology savvy
- Spanish language skills
- Commitment social and economic justice
- Positive attitude and works well in a team environment
- Use of an automobile and a driver's license
- Willingness to make a three-year commitment to our organization

As a full-time employee, the Office Manager has the following benefits:

- 3 weeks of paid annual leave per year
- An additional two days for every year of full-time service thereafter up to a maximum of 2 additional weeks annually
- 2 weeks of sick leave per year
- 1 week of personal leave per year
- 13 Center holidays off.
- 100% of healthcare insurance premiums for an individual under the Center's policy or 80% of premiums for a family.
- 100 per cent of the premiums for a \$25,000 life insurance policy and a long term disability insurance policy
- Employer contribution of the equivalent of three per cent of salary toward a long-term savings plan (retirement). The employer contribution vests at 50% after two years and 100% after three years.