



POSITION: OFFICE MANAGER
REPORTS TO: EXECUTIVE DIRECTOR
CLASSIFICATION: NON-EXEMPT
SALARY RANGE: \$44,000 – \$48,000

POSITION SUMMARY

Provides administrative support to the executive director and COO including general office administration, database management, program and grant support, employee onboarding and expense-record keeping to ensure effective operations.

POSITION RESPONSIBILITIES

- Plans and organizes all aspects of office administration.
- Prepares documents for board meetings.
- Prepares and plans for meetings and accurately records meeting minutes.
- Researches and books international travel arrangements.
- Researches and analyzes data to prepare documents for review and approval.
- Prepares expense reports, memos, invoices and other business documents.
- Assists with designing and maintaining Sales Force database.
- Compiles credit card expense reports; accurately tracks and documents expenses across different programs in accordance with accounting chart of accounts.
- Coordinates grant-reporting requirements with accounting department.
- Assists with new employee onboarding and orientation; coordinates new-hire documentation with accounting department.
- Orders office supplies, coordinates approved equipment purchases and manages office files.
- Greets visitors, answers phones and routes internal calls.
- Files and retrieves corporate records, documents and reports.
- Uses various software, spreadsheets and databases to maintain accurate records.
- Reads and analyzes incoming correspondence, distributing as needed.
- Performs other duties as assigned.

REQUIREMENTS

- 5+ years of office management experience and associate degree in business, communications or related field or combination of education and experience to successfully perform the job.
- Strong proficiency in MS Office (Word, Excel, Outlook) and accurate data entry skills.
- Sales Force experience preferred.

KNOWLEDGE AND SKILLS

- Excellent interpersonal skills to relate effectively and compassionately with staff, board of directors, program participants, donors and grantors.
- Must be able to communicate effectively, both verbally and in writing.
- Must be able to relate effectively as a team player.
- Must adapt well to change and work closely with other team members in a fast-growing and changing organization.

- Must demonstrate good organizational skills and ability to set priorities.
- Must be able to demonstrate a high degree of confidentiality.
- Must be independently motivated and a self-starter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires sitting for extended periods of time. Occasionally requires standing, squatting, reaching and bending. Requires ability to receive information through verbal communication both in-person and on telephone. Manual dexterity needed for using computer keyboard. Must have adequate vision to operate computer and complete paperwork.

WORK ENVIRONMENT

This job operates in a professional office environment. The role routinely uses standard office equipment such as assigned work station, computer, phone, copier and file cabinet.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The organization reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

APPLY

Interested candidates – email resume and cover letter detailing how you meet the job qualifications to Dr. Jeremy Babendure at jbabendure@scitechinstitute.org.

About SciTech Institute

SciTech Institute is dedicated to supporting STEM education by developing and implementing projects, programs, fairs, bowls and festivals that focus on STEM. The purpose of this support is to motivate students to seek educational and career paths in STEM-related fields. Established as a conduit for collaboration among technology-oriented nonprofits, industry and academia, SciTech Institute serves to productively align technology-oriented assets, grants, resources and support by promoting and connecting Arizona's industries, leaders and successes and building a world-class community of technology sophisticated workers. Visit <http://scitechinstitute.org> for more information.