



POSITION SUMMARY

The Office/Human Resources Manager is responsible for Human Resource management and other administrative duties. The Office/Human Resources Manager reports to the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities functions include, but are not limited to the following:

- Human Resources policies and procedures
- Responsible for providing orientation to new employees
- Ensure filing systems are maintained, including organizational files
- Establish and monitor procedures for record keeping data current according to document retention protocol
- Processing of payroll
- Point person for maintenance, mailing, supplies, equipment, bills
- Manage relationships with vendors and service providers ensuring that all items are invoiced, accurate and paid on time
- Manage contract and price negotiations with office vendors and service providers
- Prepare operational reports and schedules to ensure efficiency
- Monitor and maintain office supplies inventory
- Complete bank deposits
- Responsible for updating necessary registrations and contracts

QUALIFICATIONS

- Associates degree or higher preferred
- Ability to work both independently and as part of a team
- Capacity to juggle competing tasks and responsibilities
- Belief in the Center's mission, values and guiding principles
- Very detail-oriented
- Proficiency in Microsoft Office (Outlook, Word, Excel)-required

Days/ Hours per week: 40 hours per week, Full Time

Salary: Range \$55, 000 to \$60,000 per year

Submit resume to:

Dr. Martin Luther King Jr. Community Center

20 Dr. Marcus F. Wheatland Blvd.

Newport, RI 02842

Director of Finance-Heather Lynch hlynch@mlkccenter.org

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