



OFFICE MANAGER

POSITION SUMMARY

The Office Manager is responsible for duties pertaining to the overall operations of the organization. The Office Manager reports to the Director of Finance and Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Ensure filing systems are maintained, including organizational files.
- Establish and monitor procedures for record keeping maintaining current document retention protocols.
- Processing of payroll and administration of ADP Workforce Now platform
- Point person for maintenance, mailing, supplies, equipment, invoices.
- 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.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- 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 meticulous
- Proficiency in Microsoft Office (Outlook, Word, Excel)-required.

Physical Demands and Work Environment

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee could; sit; use hands to manipulate, handle, or feel; talk or hear; reach with hands and arms; stand and walk; kneel, bend, squat, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to lift to 40 lbs. without assistance. In the work environment, the employee is regularly exposed to video display and regularly works indoor and outdoor in different weather conditions. Noise levels will vary throughout the day.

Job Type: Part Time, 30 hours per week. All Year.

Benefits/Perks:

- Paid Time Off
- Simple IRA matching

Submit cover letter/resume to: Dr. Martin Luther King Jr. Community Center 20 Dr. Marcus Wheatland Blvd.,
Newport, RI 02842 Director of Finance and Operations, Heather Lynch – hlynch@mlkcenter.org