



Office Manager

JULY 2017

*NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are **encouraged** to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*

POSITION SUMMARY

NILC is seeking an Office Manager to join its HR/Administration team, part of the organization's Operations Department. The Office Manager is primarily responsible for ensuring that the Los Angeles office runs smoothly and is always properly equipped with supplies and other inventory. This role ensures that staff has all they need on a day-to-day basis to do their part in supporting the organization's mission. The Office Manager is also responsible for managing overall office safety plans and may provide administrative support to the HR/Administration team. The Office Manager reports to the HR & Administration Manager.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Serves as a resource for all administrative support staff, being the go-to person for all things administration.
- Manages day-to-day office activities, such as picking up and distributing mail (including remote postal boxes), faxes, and voicemails.
- Manages vendor relations and, therefore, the maintenance of office equipment, and supplies inventory.
- Provides office technology and desktop support assistance by sometimes directly troubleshooting issues and/or coordinating with IT consultants.
- As part of office security measures, this position is also primary responsible for screening incoming visitors using organization security protocol.
- Manages gathering of agenda information for monthly all-staff meeting and takes monthly meeting minutes.
- Manages, and, together with other Operations staff, implements the NILC Administration Manual, ensuring it is regularly updated, and works with all Operations staff to ensure it continues to be a comprehensive resource for staff.
- Maintains clear and streamlined internal office systems and procedures.
- Acts as primary contact for L.A. office building management. This includes reporting any building-related issues to the building management contact and serving as point of contact for emergencies.
- Responsible for monitoring incoming telephone calls and routing technical assistance inquiries to appropriate staff members.

- Manages the Los Angeles office administration budget, working closely with the HR & Administration Manager on the overall HR/Administration budget.
- Processes credit card purchases, maintains credit/debit card receipt log, and works closely with finance staff to reconcile invoices at month end.
- Maintains organized and updated general office files related to office administration and management.
- Other duties as necessary.

EDUCATION/TRAINING

- Associate degree preferred. High school diploma or equivalent required.

EXPERIENCE

- At least three (3) years' experience in office management or related senior level administrative support capacity required.
- Experience in nonprofit environment preferred but not required.

KNOWLEDGE/SKILLS/ABILITIES

- Time management and follow-up skills a must.
- Demonstrated ability to take on administrative projects successfully from start to finish.
- Demonstrated organizational ability, strong analytical skills, and problem-solving experience required.
- Excellent written and verbal communication skills required.
- Intermediate computer knowledge and experience required, including proficiency with Microsoft Office Suite (MS Word, Excel, PowerPoint, and Outlook).
- Ability to recognize sensitive material and maintain high degree of confidentiality.
- Ability to lift heavy objects (up to 30 lbs.) may be required at times. Position sometimes requires long periods of standing, sitting, or walking.
- Must have some form of reliable transportation to conduct office errands as necessary.

SALARY AND BENEFITS

Excellent benefits and compensation package. Benefits include paid time off, health, dental, vision, disability, life insurance, and 403(b) plan, and more!

TO APPLY

Applications are being accepted on a rolling basis, with priority given to applications received by August 11, 2017. If the posting is still up, the position is still open. Please send a detailed cover letter explaining your connection to NILC's mission and why you are the ideal candidate for this position, as well as your resume, to jobs@nilc.org. PDF format preferred. Use OCO717 as the subject line for your e-mail.

Do not send duplicate materials. Incomplete applications will not be considered. *No phone calls,* please.