



Job Description for Office Manager

The position of Office Manager for the Green River Regional Educational Cooperative is an important role in ensuring the smooth daily operations of the organization. is designed to be responsible for significant areas of GRREC operations. The Manager will be responsible for the front end operations of GRREC, answering the phones, and ensuring that all inventory for GRREC is stocked and continually accounted for. Along with the Chief Finance Officer, this individual will assist in some key internal control processes such as opening the mail, stamping received by date, sorting and maintaining a daily check log. The Manager will be expected to assist with GRREC's social media outlets and website maintenance.

Qualifications:

- Experience or a degree in Human Resources, Business Management or other related field preferred
- Ability to communicate effectively, as this position demands constant communication with the Executive Director, staff, school districts, vendors, etc.
- Strong organizational and time-management skills
- Ability to work independently with little direction
- Good interpersonal skills; ability to be a team builder as well as a team player
- Ability to handle sensitive information confidentially

Annual Contract:	230 Days
Reports To:	Executive Director or Designee
Salary:	Based on rank and experience in accordance with GRREC's Salary Schedule
Evaluations:	Performed annually by the Executive Director or Designee

Responsibilities:

1. Answer the phone, transfer calls, take detailed messages.
2. Greet arriving guests, presenters and participants with professional courtesy.
3. Assist with various aspects of professional development activities as needed.
4. Maintain internal and external databases.
5. Update door signs, room signs and hallway signs before leaving each afternoon.
6. Manage GRREC's social media outlets and website.
7. Ordering office supplies, including parts for copy machines, printers, postage machine, etc.
8. Receive, distribute and receipt incoming mail as necessary; take outgoing mail to the post office.
9. Maintain office files and perform general administrative tasks.
10. Keep the staff workroom clean, organized, and stocked with supplies and maintain equipment.

11. Email staff when their deliveries have arrived.
12. Keep the office walk area clear of boxes/deliveries.
13. Assure compliance with policy, procedures, or agreements as applicable to assignment.
14. Prepare and send weekly email by 12:00 on Friday to staff - building trainings/meetings and outside trainings/meetings (GRREC & RTTD).
15. Work harmoniously and professionally with other Cooperative Personnel.
16. Takes initiative to address necessary tasks: with little direction from their supervisor.
17. Assist directly and indirectly with the public relations program of the Cooperative.
18. Perform duties and responsibilities in a manner consistent with high professional ethics and courtesy.
19. Engage in learning through professional reflection and collaboration with colleagues.
20. Perform related duties as assigned.
21. During any absence make sure the front office is fully covered.
22. Perform other duties as assigned by the Executive Director or Designee.