



EDSEL & ELEANOR FORD HOUSE

## JOB DESCRIPTION

<b>Position Title: Office Manager</b>	
<b>Department: Administration</b>	<b>Salary Grade:</b>
<b>Reports To: President &amp; CEO</b>	<b>Status: Exempt</b>
<b>Date: October, 2018</b>	

### PURPOSE OF POSITION

Responsible for providing various office management and general support functions to the organization. Assists President & CEO in handling administrative responsibilities related to daily operations of the Edsel & Eleanor Ford House. Additionally, provides general administrative support to the President & CEO and leadership team including, but not limited to, travel arrangements, scheduling, expense reporting, etc. Supervises and manages the duties of Receptionists. Serves as Information Systems Administrator and liaison to technical support.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Administrative Responsibilities

- Handles general correspondence for President & CEO. Maintains calendar, schedules and coordinates preparation for meetings;
- Responsible, as needed, for recording minutes of meetings and distribution of minutes;
- Compiles materials for quarterly board meetings and responsible for board communications;
- Supervises, trains, and evaluates Receptionists;
- Maintains office supplies for all departments (including ordering letterhead, envelopes and business cards);
- Plans and administers budget for general office operations;
- Ensures that policies and control of petty cash fund are followed; completes expense report to replenish petty cash funds;
- Approve monthly bills for office expenses;
- Processes organizational annual memberships and subscription renewals;
- Adds new vendors to accounting system when requested by Finance/Accounting;
- Assist the Finance/Accounting department be preparing bank deposits – cash handling, reconciliation of cash to reports, deposit preparation, and confirmation of deposit receipt to reports;
- Organizes, supervises, and/or participates in a wide-range of company projects, meetings, and events.

## **Office Manager Job Description**

### **Page 2**

#### **Office Responsibilities**

- Oversees, manages and monitors office equipment, including telephone system; voice mail, copiers, fax machines, and postage meter, as well as train staff on use as necessary;
- Maintains general office equipment;
- Analyzes and makes recommendations for office equipment replacement and/or upgrades;
- Ensures that new personnel are outfitted with appropriate office furniture and equipment;
- Work with outside vendors as necessary.

#### **Computer/IT System Support/Liaison Responsibilities**

- Responsible for working closely with computer vendor to coordinate all computer maintenance, recommended upgrades, and equipment/software replacement;
- Maintains current record of all equipment and software at the Edsel & Eleanor Ford House and Offsite Collections Storage Facility;
- Oversees implementation of annual computer system upgrades;
- Troubleshoots/monitors computer system, servers, computer (hardware and software issues), printers, and email issues. Work with outside vendors when necessary;
- Process annual maintenance support renewals for software;
- Place orders with technical support for computer software when needed.

**Performs other work-related duties as assigned.**

#### **JOB SKILLS AND REQUIREMENTS**

- Associates degree in Business Administration; Bachelors preferred;
- Previous experience as an office manager, supervisory experience is a plus;
- Strong computer and internet skills, including all MS Office suite required;
- Must be a resourceful self-starter with excellent interpersonal and communication skills;
- Must be efficient with attention to detail;
- Must have strong customer support orientation (for internal/external customers), demonstrated professional demeanor; and the ability to maintain confidential information;
- Must be able to manage projects; have skill in organization and planning, demonstrated ability to work independently and exercise sound judgment and problem solving.

#### **HOW TO APPLY**

Submit resume' and cover letter with salary history to [jobsearch@fordhouse.org](mailto:jobsearch@fordhouse.org).