

JOB VACANCY

Job Title: Office Manager

The **Housing Authority of the City of East Orange** is currently accepting applications for the position of **Office Manager**. This position reports directly to the Executive Director.

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

Responsibilities

- Partner with HR to maintain office policies as necessary.
- Assist in the administration of staff health and pension benefits.
- Assist in the administration of all Authority insurance policies.
- Coordinate with IT department on all office equipment
- Manage relationships with vendors and service providers.
- Manage contracts and coordinate negotiations with vendors and service providers.
- Act liaison with the Board of Commissioners including scheduling registration for seminars/training, including travel and accommodation arrangements.
- Manage Executive Director's schedules, calendars and appointments.
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored.
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers.
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems.
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office.
- Allocate tasks and assignments to subordinates and monitor their performance.
- Perform review and analysis of special projects and keep the management properly informed.
- Determine current trends and provide a review to management to act on
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals, and reviewing industry publications.
- Participate actively in the planning and execution of company events.
- Ensure filing systems are maintained and current.

Key Skills and Competencies:

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Excellent communication and written skills

Requirements:

- An associate college degree is required at a minimum. A bachelor's degree preferred.
- A minimum of five (5) years of experience in an office management environment.
- A minimum of three (3) years of experience in an office management environment with a bachelor's degree.
- Ten years of experience may be considered in lieu of a college degree.
- Proficient in MS Office tools including Word, Excel, PowerPoint and Outlook.
- A valid NJ driver's license to perform essential duties of the position.