



## **Administrative Office Manager** Job Posting

**Organization Overview:** Beyond Housing is a community development organization that exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better. We focus on all areas that help communities thrive. We address housing, education, health, employment, personal finance, community engagement and economic development.

**Position Summary:** The **Administrative Office Manager** will perform a variety of administrative and management duties in support of the Chief Operating Officer and senior management team as well as organizational clients, partners, and vendors as needed. This position will be responsible for overall planning, coordination, problem-solving and management of the Beyond Housing and 24:1 CLT headquarters.

### **Essential Functions/Other Responsibilities:**

- Organize and maintain office operations and procedures for the BH/CLT Headquarters
- Track office supply inventory; approve supply orders and coordinate acquisition of supplies and equipment for all employees
- Manage the storage and distribution of office supplies and equipment for all staff
- Maintain office efficiency by coordinating and implementing office systems and layout
- Monitor overall office operations on an ongoing basis, identify problems, recommend and implement solutions
- Ensure the BH/CLT headquarters is neat and well maintained at all times including ensuring the cleaning of all office common areas on a daily basis
- Schedule appointments and meetings for executives and senior level staff; maintain calendars of executive staff as directed
- Serve as the go-to person for office inquiries and conflicts
- Manage the schedules of all conference rooms
- Manage the flow of employees, visitors, etc. in and out of the BH/CLT Headquarters utilizing designated procedures and systems
- Prepare reports, presentations, memorandums, proposals and other correspondence as directed
- Plan, compose, prepare, attend and provide administrative and clerical support for executive board and other critical meetings; coordinate and plan essentials for employee meetings
- Manage the Mail Room for all outgoing and incoming mail distribution to include the sorting, and distribution of incoming mail and packages. Maintain all office equipment and postage machines
- Ensure steps, processes and programs are in place that facilitate an efficient and safe working environment for all staff
- Supervise designated office support staff
- Perform other duties as assigned



#### Preferred Core Competencies:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, clients and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

#### **Experience and Qualifications:**

- Bachelor degree in Management or a related field preferred is preferred; An Associate degree or the equivalent will be considered.
- Minimum of 5 years of professional-level Administrative experience with a minimum of 2 of those years in an Office/Building Management capacity in an organizational setting, handling diverse, complex and sensitives issues is preferred
- Demonstrated Leadership, supervisory and management skills are required
- Expertise in delivering optimal internal and external customer service is required
- Must demonstrate mastery of being a self-starter with exceptional organizational skills
- Effective verbal and written communication skills required including presentation to small and large groups; generating electronic communications; developing internal and external documents, etc. preferred
- Must be able to work independently and manage multiple competing priorities without constant supervision
- A demonstration of critical thinking, problem solving and conflict resolution skills is required
- Computer competency is required for internet use, Microsoft suite (word, outlook, power point, excel, project, etc.) and other job-specific software
- Must be willing and able to work flexible schedules and perform work outside of the office occasionally as needed

#### **Application Instructions:**

To be considered for this position please send resume and cover letter in MS Word format to [hr@beyondhousing.org](mailto:hr@beyondhousing.org)

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***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer. Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We embrace the concept of INCLUSION, which ensures we strive to leverage everyone's unique skills to maximize our impact.***

