

JOB DESCRIPTION FOR A PART TIME OFFICE MANAGER

Antioch Educational Center (AEC) is a nonprofit organization located in downtown Ridgeland, SC. Currently, AEC seeks a part time Office Manager to:

- Oversee the smooth cost-effectiveness day-to-day operation of the office,
- Address the customer and client queries and complaints,
- Keep employees productive and motivated, and provide them with what is needed to be successful (for example supplies and equipment)
- Create an office environment that is clean and safe, and
- Operate within AEC's organization's budget.

Skills and Qualifications

- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle vendor contracts, among other tasks
- Hands on experience with office machines (e.g. copiers, fax machines, computers printers)
- 2-3 years of experience as an office clerk, administrative assistant, secretary or similar role
- Excellent time management skills and ability to prioritize work
- Organization and the ability to multitask to complete a wide variety of tasks
- Flexibility to help them adjust to new tasks if company or office needs change
- Strong interpersonal skills to interact positively with all employees
- Leadership ability to manage challenges and oversee employees and volunteers
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Working knowledge of mail processes, including how to use postage machines
- Experienced and trained in all areas of computers especially with Microsoft Office Suite
- Bookkeeping skills
- Reliability and discretion
- Ability to pass regular drug tests
- Perform other duties as assigned

Salary

Pay dependent upon experience and education. **Resumes accepted, until March 1, 2021, at antiochexec@yahoo.com. No Phone calls.**

Education and Training Requirements

An Associate Degree in Business or closely related field PLUS two years of specialized training (administrative assistant, office clerk, receptionist, secretary or office assistant). Education may be substituted with five years of specialized training (administrative assistant, office clerk, receptionist, secretary, or office assistant) in an office environment.

Antioch Educational Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Antioch Educational Center is also committed to providing a drug-free workplace.