



## **Office Manager**

### **Position Summary:**

The Office Manager is responsible for creating a welcoming and customer service-oriented environment reflective of the mission of King Park Development Corporation. The Office Manager develops, monitors and continuously improves internal office communication processes and practices to ensure efficient operation of the office for all King Park staff. Provide general administrative and clerical support to King Park managers and directors.

### **Primary Responsibilities:**

- Receive and assist all visitors to the King Park office
- Answer incoming telephone calls and direct/resolve as appropriate
- Manage relationships with vendors and service providers, ensuring that services are performed, properly invoiced, and promptly submitted for payment
- Maintain office supplies and coordinate use of office space to meet needs of the entire King Park team
- Maintain electronic and hard copy filing system to meet regulatory requirements and King Park's financial policies and procedures
- Perform property management activities, inclusive of:
  - Maintenance of tenant files
  - Processing of service requests, client inquiries, and referrals
  - Advertising, showing, and inspecting vacant units
  - Preparing leases and other property-related documents
  - Ensure compliance with occupancy policies and procedures
- Other duties as assigned

### **Key Competencies:**

- Demonstration of commitment King Park's community development mission through:
  - Respectful interpersonal communication with all residents, partners, colleagues, and government agency representatives
  - Professional presence in community and King Park events

- Continual assessment of the rapidly changing landscape of community development to make informed and confident decisions
- Exhibit flexibility and adaptability to successfully execute King Park goals
- Development and maintenance of professional skills and knowledge
- Ability to work both independently, as well as on collaborative team projects
- Strong attention to detail and ability to manage workload to consistently meet deadlines

**Minimum Education and Experience Requirements:**

- High school diploma or equivalent
- 6 months providing customer service to diverse individuals
- 6 months of administrative support or office management
- Microsoft Office Suite experience

**Preferred Education and Experience Requirements:**

- Some post- high school coursework
- 1+ years of administrative support, property management, or office management
- Proficiency with Microsoft Suite

**Position requirements:**

- Must be available for occasional evening and weekend meetings or events
- Must be able to occasionally lift up to 25 pounds (office supplies)

**Compensation:**

- Competitive nonprofit salary, based on experience
- Medical, Dental, Vision, and Life Insurance
- Paid Time Off
- Matching 401K Retirement Plan

Qualified applicants should email cover letter and resume to [info@kingpark.org](mailto:info@kingpark.org) by 5 PM EST on April 9, 2018.