

Job Description

Job Title: Receptionist/Office Manager

Reports To: General Manager

Salary: \$12-\$15/hour

Benefits: Flex Schedule, Vacation, and Health/Dental/Vision Plan at 10% cost

Summary: Responsible for overseeing daily office activities to ensure smooth operations, providing qualified staff and performing related administrative duties by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Coordinates and monitors office operations to ensure company requirements are sufficiently met on a daily basis.
2. Plans goals/objectives for office operations and identifies the resources (staff, equipment, funds) required to attain the end results.
3. Provides qualified staff to support and contribute to the needs of the organization.
4. Monitors office procedures and resolves problems through collaboration with pertinent contacts, and implements changes as needed.
5. Resolves operational problems related to customer service, accounting procedures and computer systems.
6. Assists as needed aspects of human resources such as payroll, benefit administration, procedures, personnel issues and maintain related confidential files.
7. Coordinates and oversees the completion of special projects as needed.
8. Schedules appointments and office meetings as needed.
9. Coordinates travel and accommodation arrangements via telephone and correspondence, and prepares related agendas for the company as required.
10. Operates standard office equipment efficiently to include:
 - multi-line telephone system
 - facsimile machine
 - photocopy machine
 - postage meter
 - calculator
 - computer/printer
11. Ensures the efficient operation of all office equipment by performing minor service duties and arranges for routine and necessary maintenance as needed.
12. Maintains the office supply inventory and orders additional supplies as needed.

13. Troubleshoots and resolves all computer problems by communicating with computer vendors.
14. Performs computer back up on a daily basis.
15. Performs other related duties as assigned.

Supervisory Responsibilities:

1. Develops and maintains an effective office staff through the selection, training, compensation, motivation, termination and review of office staff.
2. Delegates administrative duties to staff as well as supervises and provides instruction as needed.
3. Maintains employee work/vacation schedules to ensure staffing needs are met in accordance with company policy and guidelines.
4. Provides guidance and direction to staff to assist in their professional development to include facilitating cross training employees.

Skills:

Oral Communication Skills
Written Communication Skills
Interpersonal Skills
Reading Skills
Customer Relations
Diplomacy
Professionalism
Math Aptitude
Budgeting
Organization
Planning
Time Management
Computer Literacy

Education/Experience:

High School Diploma or Equivalent. Prior experience in office management required.

Please send resumes to Chris.ferris@universityyachtclub.org