



BDG Office Manager

Application available on-line at: [LINK](#)

GENERAL STATEMENT OF POSITION

Beacon Development Group (a division of HumanGood Affordable Housing) seeks an Office Manager to ensure that day-to-day operations of the Seattle office run smoothly and provide administrative support to various team members. The ideal candidate is highly organized, flexible, has excellent communication and enjoys the administrative challenges of supporting an office. Fundamentally, the OM is a problem solver who wears multiple hats.

SCOPE

Budget Responsibility – Manages office equipment budget, including office server and office supply budget

REPORTS TO – Vice President

POSITION CLASSIFICATION

FLSA Classification – Non-Exempt
Job Category – Full Time (30 hours per week)
Job Code 914

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned.

Work Duties

Office Management

- Oversee space planning and coordinates installations as needed;

- Manages front desk reception area including greeting walk-ins and providing refreshments as requested;
- Manages, prepares orders, and stocks office, housekeeping and emergency preparedness supplies;
- Manages general condition of the overall office, kitchen, shower facility, and storage areas;
- Ensure office safety protocols and supplies;
- Oversees and/or provides appliance and equipment maintenance including cleaning, replacing, supplies, and placing service calls;
- Assists with copier, fax, postage, and printer equipment and systems, including troubleshooting, rotating network system backup tapes, and maintaining service records;
- Monitors office security systems and distributes/tracks key fobs;
- Manages company vehicle schedule, maintenance, parking passes, and light rail passes;
- Works with Vice Presidents to plan and oversee logistical support for all company-wide events (e.g. retreats, conferences, social gatherings, etc.);
- Manages telephones including some degree of phone answering and directing of calls, insuring proper recorded messages are set up and operating, and reports any problems with telephone or answering systems;
- Maintains relationships with vendors, suppliers, and property management;
- Assumes other office management responsibilities as requested.
- Proven ability to exercise a high level of confidentiality.
- Demonstrates familiarity with and ability to operate standard office equipment, use of MS Office Suite and Adobe, event planning and marketing.
- Self-motivated with the ability to work independently with day-to-day tasks and collaboratively within a team.
- Manage interruptions and able to prioritize multiple tasks.
- Maintain good working relationships with parent company team members.

Information Technology Vendor point of contact

All duties below are performed with support from third party IT consultant and Vice President (supervisor);

- Manages purchasing of all computer equipment as recommended by IT consultant and with approval of direct supervisor
- Facilitates resolution of issues tied to computers, network, server, etc. with third party vendor as needed
- Provides support to staff regarding use and issues with computer systems; password resets, locked outs, memory issues, etc.
- Coordinates with IT consultant regarding issues that cannot be solved internally.

Administrative Support

- Opens, sorts, and distributes incoming mail;
- Assists with on-boarding of new staff;
- Schedules team meetings and organizes catering when necessary;
- Provides administrative support for Directors and Senior Project Managers for applications, draws, and general project management as needed;

- Provides administrative support to Asset Management as needed;
- Serves as member of the marketing committee;
- Manages Beacon client, contact database;
- Provides other administrative support assistance as needed by staff.

Mission Essential

- Displays the HumanGood Values
 - Passion
 - Inclusion
 - Courage
 - Innovation
 - Impact
- Understands and adhere to company, community and department programs, policies and procedures.
- Demonstrates behavior that supports the company's service excellence culture program.
- Understands and adhere to federal and state laws governing employee and resident rights.
- Communicates effectively to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB

Knowledge

- Strong knowledge and understanding of Excel and Word
- Knowledge of general office management
- Knowledge of general administrative functions

Skills

- Time Management
- Interpersonal communication
- Organization
- Strong written and oral communication skills and ability to manage intercompany communications.

Abilities

- Multi-tasking
- Minor event planning
- Strong Analytical Thinking

Workstyle Characteristics

- Integrity – honest and ethical.
- Cooperative – pleasant with others, good-natured, and cooperative.
- Dependable – reliable and responsible, fulfilling duties.
- Attention to Detail – careful about detail and thorough in completing work tasks.
- Concern for Others – sensitive to other's needs and feelings; helpful and understanding.

- Adaptable/Flexible – open to change (positive or negative) and to variety in the workplace.
- Stress Tolerance – accepts criticism and deals calmly and effectively with stress situations.
- Independent – develops own way of doing; guides self with little or no supervision; depends on self to complete tasks.
- Initiative – willingness to take on challenges and responsibility.
- Leadership – willingness to lead, take charge, and offer opinions and direction.
- Achievement/Effort – establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Judgment and Reasoning Ability

- Ability to apply principles of rational systems.
- Ability to use judgment and respond calmly in stressful situations.

Language Ability and Interpersonal Communication

- Ability to understand and correctly use various information resources and documents.
- Ability to prepare reports and correspondence using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to explain ideas, in writing and orally, so others easily understand.
- Ability to communicate effectively and hospitably, both orally and in writing.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to recognize when something is wrong or is likely to go wrong.

Mathematical Ability

- Ability to add, subtract, multiply and divide and calculate decimals, ratio and proportion.

Environmental Adaptability

- Ability to work effectively in an office environment.

MINIMUM REQUIREMENTS

Education –

- High school diploma or equivalent; Associates degree desirable

Experience/Training

- Minimum of 3 years of experience in administrative support, office management, vendor management, project co-ordination and customer service.

Certificates, Licenses, Registrations – Valid driver’s license (required) and use of car (preferred);

PHYSICAL REQUIREMENTS

- Light Work: Exerting up to 20 pounds of force.
- Predominantly works in the office.

- Occasionally travels for work to schedule company vehicle maintenance.
- Ability to operate various automated office machines including a personal computer, postage meter, calculator, telephone, smart phone, copy machine, fax, digital camera, etc.;
- Ability to coordinate eyes, hands and fingers in performing semi-skilled tasks including typing, calculating, etc.

All HumanGood Employers are Equal Opportunity Employers. Complying with the Americans With Disabilities Act, HumanGood Employers will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective team members and incumbents to discuss potential accommodations with the appropriate HumanGood Employer.