



OFFICE MANAGER

Salary - \$30,000 and Medical Insurance

Position Summary

The Office Manager takes primary responsibility for managing the administrative functions of Wagon Wheel day-to-day office management. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, significant initiative, and attention to detail are required. The Office Manager will understand computer literacy, have some understanding of bookkeeping skills, have managed money, and have a commitment to service.

Roles and Responsibilities- Operations Management

- Work closely and transparently with all external partners including third-party vendors and consultants.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Must have personal qualities of integrity, credibility, and dedication to the mission of Wagon Wheel.
- Ensure the inventory of office supplies and printed materials is maintained.
- Provide for maintenance of office machines (e.g., printer, copier, fax, phone system) as needed.
- Manages the following areas:
 - Responsible for hiring and managing Box Office and Front of House Staff.
 - Handles all cash in box office/concessions/bar – making change and is accountable for it being handled properly.
 - Office Manager is over the ticketing system and manages the setup of events, support issues, and usage in the box office.
 - The Office Manager oversees supervising the POS systems for bar/concessions. Working closely with the Front of House manager to ensure staffing needs, inventory management and overall Front of House is running smoothly.
- Assists with various projects assigned by the Executive Director.

Required Skills:

- Organizational, problem-solving, and strong time management skills.
- Strong attention to detail and can adapt to changes in the workplace.
- Team Collaboration and project management skills.
- Understanding of basic financial functions.
- Prior management experience.
- Strong knowledge of Microsoft Office and Google Suite.
- Ability to lift 25 lbs. or more.

Please submit resume and a detailed cover letter (as a single PDF document) which includes, at a minimum, the following to lakesha@wagonwheelcenter.org:

- Describe your background, experience, and qualifications.
- Provide at least three (3) references included.