

WE'RE HIRING!

Office Manager needed.

Family Policy Institute of Washington, fpiw.org, is looking for an experienced and hardworking candidate to join our team as an Office Manager.

Job Description:

The Office Manager is responsible for overseeing the daily operations of an office and its various departments. The position runs Monday – Friday, and is a full-time, 40 hours a week, in-office position with paid time off.

Qualified candidates should submit a detailed resume, three or more professional references, and a cover letter describing their suitability and desire for the position. Please email your resume to Rose at: rose@fpiw.org.

Responsibilities:

- Oversee and provide administrative support to ensure efficient operation of office.
- Answer phone calls, schedule meetings and support visitors.
- Manage filing systems and maintain office supply inventory.
- Receive and sort incoming mail and deliveries and manage outgoing mail.
- Develop office policies and procedures, and ensure they are implemented appropriately.
- Assist in the onboarding process for new hires.
- Manage office budget.
- Identify opportunities for process and office management improvements, and design and implement new systems.
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.
- Plans all in-house or off-site events and activities of the organization.
- Arranges travel processes, including flight and hotel booking, and car rentals.

Qualifications:

- 2-5 years of work experience in an administrative/office management role
- Must have exceptional attention to detail.
- Top-notch organizational, time management, planning, and multitasking abilities.
- Strong problem-solving skills and analytical abilities
- Advanced computer skills, with an aptitude to learn new systems and procedures.
- Proficiency in MS Office, Google, and other office management applications and programs.
- Ability to communicate effectively by email, telephone, and in person.
- Knowledge of office processes such as document handling, drafting communications, and filing.
- Helpful and collaborative work ethic.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Discretion and confidentiality.
- Hands-on experience with office machines and equipment