**Office Administrator/Office Manager**

**Summary:** The Office Administrator provides a wide range of administrative support for marketing activities, training delivery programs, and events, as well as ensuring the proper efficient functioning of day-to-day operations for the entire office.

**Responsibilities:**

* Provides a wide range of administrative support, including document preparation, office calendar management, planning meetings, organizing employee related functions and other duties as assigned
* Supports event planning by tracking event registrants, preparing/organizing supplies, and provides on-site support
* Work independently with minimal supervision
* Assists in planning and project coordination
* Participate in RFP process as required
* Coordinate office activities to ensure deliverables are met.
* Ensures consistent inventory of office supplies and conducts routine audits of supplies.
* Maintains a clean and professional presence in our reception area, conference rooms, and common areas.
* Provides light maintenance on office technology. Acts as liaison with outside tech vendors to troubleshoot issues.
* Schedules calendars and travel arrangements
* Assist with report preparation and presentation including graphics components as required
* Manages communication and acts as liaison between internal departments, Principals, and other executives
* Answers and manages incoming calls, greets visitors and communicates with clients with the highest level of professionalism and discretion
* Supports sales programs by processing, coordinating sales team schedules and requirements including marketing availability materials and tracking invoices
* Conducts CRM data entry and report pulling to support organization goals

**Skills and Qualifications:**

* + Four or more years of relevant work experience in an office setting
  + Bachelor’s degree required
  + Excellent computer skills. Must be proficient in Microsoft Word, Excel, Power Point and Photoshop
  + CRM or other database experience preferred
  + Outstanding written and oral communication skills
  + Outstanding customer service skills
  + Exceptionally detail oriented and organized
  + Ability to effectively interact with various constituencies - high level executives, teachers, guests & vendors
  + Ability to handle confidential and sensitive information
  + Experience working in a fast-paced, professional environment
  + Highly motivated, positive, flexible, team player is a must
  + Ability to multi-task

**Benefits**

**Hours and Compensation**

* Industry competitive but commensurate with experience
* Industry-leading performance-based bonus program
* Standard benefits insurance coverage
* 40 hours a week M-F with some evenings and weekends
* The candidate must be available Monday-Friday and may be required to work some evenings and weekends to support program activities

**Salary**

Salary will be commensurate with experience and will be industry competitive.