



Office Manager Position | Full Time (37.5 Hours/Week)

The Office Manager supports and manages daily administration functions of the Dubois Strong business office and contributes to the collective efforts of the organization. You will be important to the organization by maintaining a good relationship with those who communicate with Dubois Strong. Confidentiality and attention to detail will help you manage the interactions with Dubois Strong board members, community leaders, and partners. Confidentiality will be an important part of the role due to being in contact with personal and private information on a daily basis.

Quick Summary

The Dubois Strong Office Manager will be self-motivated, persistent, quality-driven, a quick learner, have communication skills and a positive attitude, and be able work independently, as well as with others.

Examples of Responsibilities

- Direct phone calls and visitors
- Provide administrative support to DS staff on special projects, facilitating necessary meetings preparation, and lunches
- Pick-up and distribute mail
- Maintain appropriate filing systems
- Coordinate with financial firm payroll distribution, financial and tax reports
- Manage office calendar, preparation of all board meeting materials

Main Performance Goals

Short Term (0 to 3 months)

- Learn to direct phone calls, visitors, and customers
- Learn about and becoming proficient at helping DS staff with projects, facilitating the scheduling of meetings, and lunches
- Learn and maintain appropriate filing systems
- Understand the nature of personal and private information and the importance of confidentiality
- Learn the how Dubois Strong works with a variety of partners to make progress on a variety of projects
- Learn communicate the value of being a Dubois Strong Investor

Midterm (3 to 6 months)

- Understand overall work flow by the end of 6 months
- Develop full understanding of Dubois Strong finances: Monthly accounts payable/receivable, payroll, financial reports while coordinating with the Dubois Strong Treasurer
- Develop skills that would enhance job performance regarding filing systems, and electronic record keeping
- Understand how to submit reports to USDA for Enterprise Loan Program grant
- Understand Grow Dubois County and how it supports Dubois Strong

Long Term (6- 12 months)

- Create and support a culture that is focused on continuous improvement regarding responsibilities
- Work with DS team members to coordinate scheduling and the office calendar
- Maintain good attendance record
- Work as a team with members of the DS staff
- Prepare all financial and legal documents for annual audit

Basic Background Requirements

- Excellent oral and written communication
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, and Zoom
- Associate Degree in Business Administration or 2 years of work experience
- Office Manager works 37.5 hours a week
- Interview with Dubois Strong hiring team

Benefits

- 13 Paid holidays
- 15 Days PTO annually
- Individual Retirement Account (IRA), Employer Match up to 3%
- Work Schedule Flexibility

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, genetic information, disability, or protected veteran status. Dubois Strong is an Equal Opportunity Employer