

Job Title:	Office Manager
Immediate Supervisor:	President/Vice President
Job Description	See Below
<p>Role and Responsibilities</p> <p>The Office Manager’s primary objective is the efficient operation of the MCM Consulting Group, Inc. (MCM) offices. The Office Manager is responsible for oversight of the office events calendar and scheduling of shared spaces as well as answering the company phone, forwarding messages and greeting guests and notifying staff of their arrival. The Office Manager will draft company memos and review and edit project documents. Additionally, the Office Manager is responsible for logistics and supply management for the company, including ordering of supplies, completing or ordering project document printing for the corporate, satellite, staff offices. The Office Manager will coordinate travel for staff including lodging, airfare and rental vehicles. The Office Manager is responsible for coordinating events for the company and clients and processing registrations for conferences and training events. The Office Manager will maintain the company project schedule for staff in the company’s cloud-based platform, which includes a weekly update of project hours used by staff. In addition, the Office Manager will assist with human resource work, including the onboarding and offboarding of staff. The Office Manager is responsible for additional duties as assigned by the CEO, President or Vice President.</p> <p>Preferred Skills</p> <p>The Office Manager should be able to efficiently manage scheduling, logistics and supplies for a rapidly growing company. The Office Manager should be able to work independently on multiple projects with little supervision. The Office Manager should have a working knowledge of personal computers, Microsoft Office, and smart phones. The Office Manager should have excellent management, organizational, verbal and writing skills, and be able to coordinate events for the company and clients. Effective writing and editing skills are important to the successful completion of required duties. The Office Manager should be willing to travel, including overnight travel between MCM offices. Additionally, the Office Manager should be willing to seek opportunities for self-improvement as well as opportunities to improve the overall status of the company.</p> <p>Preferred Background</p> <p>The Office Manager should have a background in one or more of the following disciplines, with a minimum of three years of experience in business administration, business management, office administration, office management or human resources.</p>	

Requirements

The Office Manager must have an Associate Degree or higher in business administration, business management, or human resources field. The Office Manager must have a valid driver's licenses at all times while employed. The Office Manager must be able to travel, including overnight travel. The Office Manager must have access to a reliable vehicle for travel while employed.