



UPSTATE FATHERHOOD COALITION
Strengthening Fathers to Nurture Their Children and Families
Serving Greenville, Anderson & Spartanburg Counties

Office Manager

Summary

The Office Manager will organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency, and safety. The Office Manager reports to the Executive Director and is responsible for providing administrative support to the Executive Director, Site Director, and program staff.

The successful candidate is an *energetic professional* who doesn't mind wearing multiple hats, is experienced in handling a wide range of administrative duties and executive support-related tasks, and enjoys the administrative challenges of supporting an office of diverse people.

Duties/Responsibilities:

- Performs or facilitates maintenance of office equipment.
- Provides clerical support when needed to assist staff with administrative duties such as answering phones, sorting and distributing mail, and preparing documents.
- Oversees petty cash fund.
- Maintains inventory of office supplies; orders new supplies as needed.
- Maintains office files; implements an efficient system for other staff to access files and records.
- Performs other related duties as assigned.
- Bookkeeping experience required.

Required Skills/Abilities:

- Extensive knowledge of office management procedures.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Associate degree in office administration or related field preferred.
- At least three years of administrative, clerical, and bookkeeping experience is required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary Range: \$36,000 - \$42,000.

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