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| **Job Information:** |
| **Job Title:** Office ManagerEmployees Needed: 01  Full Time: n/a **Part Time:** 20-30 HRS weekly **Job Location:** **San Bernardino, CA**  **Work Days:** Tuesday-Thursday; Fri 9am-12pm ONLY; Saturday 9am-2pm (possible)  **Pay** $ **13.50** to $ **19.50** Per **hour**. **Benefits:**  No  Pay Negotiable, depending on experience? Yes  **Work Hours From:** 10:30AM To: 4:30PM **Flexible?**  Yes |

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| **Requirements & Duties (please be detailed. 500 Character Limit per section):** |
| *Requirements (Work experience required, Minimum Education, Drivers License etc.):*  • Proven experience as an Office manager, Front office manager or Administrative assistant  • Knowledge of office administrator responsibilities, systems and procedures  • Proficiency in MS Office (MS Excel and MS Outlook, in particular)  • Hands on experience with office machines (e.g. fax machines and printers)  • Familiarity with email scheduling tools, like Email Scheduler and Boomerang  • Excellent time management skills and ability to multi-task and prioritize work  • Attention to detail and problem solving skills  • Excellent written and verbal communication skills  • Strong organizational and planning skills in a fast-paced environment  • A creative mind with an ability to suggest improvements  • High School degree; additional qualification as an Administrative assistant or legal Secretary is **extremely desirable**  *Duties (Duties of the position that you are hiring for):*  Serve as the point person for office manager duties including:  • Maintenance  • Mailing  • Supplies/Equipment  • Bills/Errands/Shopping  Schedule meetings and appointments; Organize the office layout and order stationery and equipment; Maintain the office condition and arrange necessary repairs; Partner with HR to update and maintain office policies as necessary; Organize office operations and procedures  Coordinate with IT department on all office equipment; Ensure that all items are invoiced and paid on time; Manage contract and price negotiations with office vendors, service providers and office lease; Manage office G&A budget, ensure accurate and timely reporting  Provide general support to visitors; Assist in the onboarding process for new hires and manage interns  Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)  Liaise with facility management vendors, including cleaning, catering and security services  Plan in-house or off-site activities & campaign events (parties, celebrations, special outreach events) |

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| **Employer Information:** |
| Employer Name: **VFM - 2018**  Fed. I.D. **1397089**  Address: **PO Box 1666 San Bernardino CA 92402**  Contact Person: **Chris Jones**  Phone Number: **909-362-7937** FAX# **n/a**  Email: [jv.2015@yahoo.com](mailto:jv.2015@yahoo.com) |

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| **Application Method:** |
| In person between (Days/Hours) From (hours): **\_\_\_\_\_** To: **\_\_\_\_\_** on (days) **\_\_\_\_\_\_\_\_\_\_**.  Call for telephone screening / Fax Resume or Application.  Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. / On Line: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. |

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| **. Hiring Requirements:** | **Benefits:** | |
| Drug Test  Criminal Background  Credit Check | Medical  Dental  401k | Vacation Leave  Sick Leave  Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |

Please email this job order to[AHenry@wdd.sbcounty.gov](mailto:AHenry@wdd.sbcounty.gov).

Questions call Altricia Henry **909-771-4724**

San Bernardino County Workforce Investment Board

658 East Brier Drive (Suite 100) San Bernardino, CA 9282408