



BOYS & GIRLS CLUBS
OF SOUTH ALABAMA

NOTICE OF JOB VACANCY

Posting Number: 17-17 (Reissue)
Date Posted: 12 June 2017
Job Title: Office Manager
Location: Boys and Girls Clubs of South Alabama
Administrative Office
1102 Government Blvd, Mobile AL 36604
Hours: Full Time Regular Schedule (40 hours/week)
Monday through Friday 8:30-5:00
Salary Range: Min Mid. Max
\$12.00/hr. \$15.00/hr. \$18.00/hr.

This is an FLSA Non-Exempt position.

The Boys and Girls Clubs of South Alabama's vision is to provide a world-class Club Experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

The office manager position supports the Chief Executive Officer and the organization's Board of Directors, is responsible for overall front office activities, including the reception area, mail, purchasing requests, and arranging for office meetings. In addition, the office manager will assist with various human resource functions, such as, on-boarding, time and attendance validation and employee file maintenance (manual and web-based).

Essential Functions:

1. Prepares correspondence and reports as requested by Club executives and composes draft letters following established formats. Proofreads all materials for accuracy prior to supervisory review and signature.
2. Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
3. Makes logistical and travel arrangements for out-of-town meetings and events.
4. Coordinates logistics and materials for Board meetings. Prepares meeting agendas and minutes and provides support to Board Members, as required.
5. Maintains master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
6. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
7. Responsible for managing inventory of office equipment and service contracts and contacting service representatives as needed.
8. Assist with preparation of applicant files, background reviews, new hire orientation briefings, and monitoring the performance evaluation program.
9. Administer the compensation program and performs benefits administration in coordination with outsource provider. Conducts claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees, as required.

10. Spend a minimum of four hours per month working during active hours at a Club site, in coordination with Club/Branch Directors.
11. Perform other duties, as assigned.

Competencies

1. Initiative.
2. Leadership.
3. Time Management.
4. Decision Making.
5. Communication Proficiency.
6. Organization Skills.

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the organization.

Work Environment

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Travel

Only short distance local travel is required of this position.

Required Education and Experience

1. Bachelor's degree or equivalent.
2. At least two years of previous experience in office management.
3. Experience in a fast-paced environment.

Preferred Experience

Experience in Human Resources Administration

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.