



**Title: Office Manager**  
**Reports to: CFO**

The Office Manager for Bridges Outreach based in Summit and Newark NJ is a lynchpin for the organization. This role handles myriad evolving needs of this rapidly expanding company. The ideal person will handle all incoming phone calls, emails and drop-in visitors/donors with poise and help to ensure that the needs of our many constituent groups are appropriately directed within the organization. This role requires a dynamic team player who is willing and able to figure things out when presented with something new. While Bridges Outreach is celebrating its 35<sup>th</sup> year, we are growing rapidly and seek a team member who can dive right in and enthusiastically play a key role in ending homelessness in our region.

**Key Functions:**

**Administrative Support**

- Answer phones, check voicemails
- Monitor and manage general email accounts for the organization
- Order supplies for Summit and Newark
- Track credit card expenses for all Bridges credit cards
- Go to post office in Summit weekly. Review and sort incoming mail as well as prepare outgoing mail.

**Banking**

- Prepare bank deposits – scan and email to designated staff as well as travel to bank to process deposit.

**Audits and Files**

- Maintain files, purge and refile annually, assist with annual audit

**Human Resources**

- Field questions from staff regarding the Paychex platform
- Keeping the staff engaged with the platform – making sure staff are using the resources available to them
- Assign trainings as needed as well as keeping track of trainings that have been completed by employees
- Run candidate and board background checks through our partner portal
- Assist with the keeping of important forms and updating of employee files
- Administer the bi-weekly payroll through the Paychex payroll platform

### **External vendor management**

- Ensure invoices are correct and check for any errors
- Look for more cost effective pricing with current vendors and negotiate where possible

### **IT Services for the staff**

- Interface with contracted IT services and make sure technology issues are properly routed and resolved by 3<sup>rd</sup> party partner

### **Recruiting**

- Work with department heads to create job descriptions and post applicable roles to job market websites as well as company site
- Onboarding of new hires
- Maintain employee handbook and have clear understanding of all policies, procedures, and disciplinary actions

### **Events Support**

- Assist with event permits (fire, social, alcohol, etc.), licenses (raffle), registrations, certifications (5k), contracts, etc.
- Assist with printing orders
- Assist with auction and other support for events
- Event rentals and supplies
- Onsite support during events

### **Requirements**

Bachelor's Degree preferred

Management experience a plus

Willingness to learn and be trained on new skills

Fluent in Office Application: Excel, Word, PowerPoint, Gmail

Excellent written and verbal communication skills

40+ hours per week – mostly Monday through Friday. Nights and weekends when dealing with company events