

Job description

POSITION: Office Manager

DEPARTMENT: CASA of the Tenth Judicial Circuit

WORK LOCATION: Peoria

WORK HOURS: Full Time Exempt Position

DUTIES: The primary responsibilities are to support the executive director and coordinate the office logistics and activities. The Office Manager is a person knowledgeable about office procedures and is resourceful, flexible, and supportive. The Office Manager maintains a positive attitude and has the capacity to multi-task while being efficient and thorough at the same time.

REQUIREMENTS:

- Education: Two-year degree in a related field or equivalent experience.
- Minimum of 3 years experience working in a professional office environment in an administrative function.
- Strong computer literacy and proficiency in Microsoft Office Suite as well as various internet browsers, and database skills.
- Exceptional organizational skills and special event coordinating.
- Strong communication (written and verbal), telephone etiquette and customer service skills.
- Considerable knowledge of office practices and procedures, correct English usage (grammar, spelling, punctuation), and basic arithmetic computations.
- Competency in the use and operation of standard office equipment.
- Attention to detail with documentation including strong formatting skills.
- Ability to develop, implement and maintain effective office systems and procedures.
- Ability to respond to changing situations in a flexible manner, including reprioritizing work as necessary, to meet current needs.
- Ability to handle multiple tasks simultaneously with attention to detail and deadlines.
- Excellent problem solving and people skills. Ability to take initiative to make decisions/choices without direct supervision; analytical ability to find solutions to various administrative tasks and prioritize work.
- Ability to work cooperatively with different types of personalities and all levels of internal staff as well as outside clients, volunteers, court personnel, donors and vendors.
- Sensitivity to confidential matters required.
- Nonprofit organization experience helpful.
- Commitment to CASA of the Tenth Judicial Circuit's goals and mission.

BENEFITS:

Being a part of our organization offers employees the following benefits:

- Higher purpose by being a part of a team that offers social service leadership, hope and kindness to the children we serve
- Add value to the community in which we work and live
- Opportunity for personal growth and development
- Group health insurance benefits
- Vacation package
- Rich and diverse workplace