

Job description

Parent Institute for Quality Education

Job Description

Job Title: Office Manager- Bilingual (Spanish/English)

Reports To: Executive Director

FLSA Status: Non-Exempt \$18.00 - \$21.00 per hr.

Duties and Responsibilities include the following. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Assists the Director in all aspects of implementation of office policies, operations and procedures
- Prepares accurate operational reports and school rosters to ensure efficiency including but not limited to weekly, AR, Quarterly, Facilitator Retention, etc.
- Uploads weekly and quarterly reports to the master server and submit all required reports to designated department
- Maintains accurate and updated records and reports of parent graduates for the various grants and partners.
- Maintains all program forms and keeps statistics up to date.
- Keeps up-to-date on all modifications to PIQE's program materials, maintain inventory of curriculum and places order
- Prepares check requests for payables, recruiters, coordinators and facilitators
- Invoices all school districts for services rendered. Maintains positive communication with districts accounts and payable. Follow up when payments are not received.
- Maintains and is accountable for petty cash
- Coordinates with ED Administrative Assistance hiring
- Supervises and co-ordinate office staff activities to ensure maximum efficiency
- Coordinates with ED performance evaluations of support staff
- Processes all paperwork needed for employment with facilitators, coordinators and recruiters.
- Updates and maintains all employee files
- Updates and maintains benefit calendars
- Displays labor laws and updates as needed
- Maintains a safe and secure working environment
- Collects and submits time sheets
- Ensure filing systems are maintained safe and current.
- Takes on reception duties (general phone and email inquiries), meet and greet of office guests, mail sorting and distribution, etc.
- Prepares principal packets and meeting materials for Executive Director
- Inputs addresses for office mailings.
- Monitors office supplies and processes all purchasing requisitions.
- Updates and maintains inventory of office equipment
- Coordinates logistics for regional meetings/trainings

- Contacts landlord, office maintenance, and janitorial services
- Keeps office presentable and professional
- Controls local office correspondence and mailing supplies
- Coordinate with Associate Directors and prepares materials for planning session
- Prepares graduation certificates and programs
- Manage Social Media in coordination with ED
- Updates Constant contact in coordination with ED

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; and two or more years related experience and/or training in administration; working knowledge of all accounts payable and accounts receivable responsibilities; familiar with supply management and inventory control; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. **Bi-lingual English-Spanish.**

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office and social media outlets (Facebook, Constant contact, etc.).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fast pace work place environment.
- Office Managers work a standard work week, but occasionally may be required to work overtime hours to accommodate activities such as program trainings and meetings

- Some travel may be required.
- The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms, talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

This job description summary in no way states or implies that these are the only activities to be performed by the employee occupying this position. Employees will be required to follow any other related instructions and to perform any other job related responsibilities requested by their supervisor.

Job Type: Full-time

Pay: \$18.00 - \$21.00 per hour