



## **Job Description for Office Manager**

Department: Corporate Services  
Reports To: HR Director  
FLSA Status: Exempt  
Supervises: N/A  
Approved By: Scott Jones  
Approved Date: May 8, 2017

### **Summary of Responsibilities**

The Office Manager is responsible for presenting a professional image of Al. Neyer to our clients, vendors, guests and staff. This is done by ensuring that our Cincinnati, Pittsburgh, Nashville offices are always aesthetically pleasing, that our employees have the right supplies and well maintained equipment, and that the core values of the Company are exemplified through positive and cheerful attitude of service to others!

### **Essential Job Functions**

- Ensures that the Cincinnati office is clean, neat and visually pleasing at all times
- Responsible for ordering supplies for all offices (including stationary, envelopes and business cards)
- Maintains relationships with office vendors including caterers, office equipment, plant service, shipping providers, shredding, first aid and others
- Administers security keycard and parking keycard program
- Oversees the Company cell phone program including maintenance and billing
- Plans and organizes Company events
- Assists HR with new employee orientation support
- Maintains organizational charts, phone lists, mail slots, conference room calendars and other Company documents
- Sorts mail into slots and maintains postage machine
- Serves as backup to administrative staff
- Completes special projects as assigned by executives or HR
- Sets up and coordinates video and teleconference meetings

*Employees may be asked to perform other tasks not listed in the essential job functions.*

### **Position Requirements**

- Must enjoy serving others!
- Excellent interpersonal and organizational skills
- Excellent computer skills in a Microsoft Windows environment

- Critical eye for detail with a high level of organization
- Occasional travel to other offices required
- Must have technical inclination to set up video and teleconference meetings

## **Qualifications and Experience**

- High School graduate or GED
- 5 plus years of experience in managing a professional office
- Proficiency in using Microsoft Office software
- Ability to communicate professionally with all levels of internal and external customers

## **Physical Demands**

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car.

## **Environmental Requirements**

Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.