Office Manager

JFCS is seeking a talented Office Manager to join our team.

For nearly 150 years, JFCS helps families and children to continue on a path to healthy development with diagnostic evaluation, counseling and psychiatry; connects older adults and their caregivers to internal and external resources and services to meet their physical, emotional and spiritual needs; provides food, financial assistance and other direct services to those who are in need. JFS provides numerous programs and services to more than 60,000 individuals each year in the St. Louis metropolitan area inclusive of age, race, religion, ethnicity, gender and sexual orientation. JFS is a dynamic organization, with committed volunteers and talented staff dedicated to an inspiring mission.

The Office Manager will support daily operations by ensuring organizational effectiveness, efficiency, and safety.  This position will serve as the point person for four key areas including facility maintenance, purchasing, equipment, and accounts payable. Duties include, but not limited to:

Facility Maintenance:

1. Maintain both buildings to remain in good condition and arrange necessary repairs.
2. Manage contract and price negotiations with service providers.
3. Schedule and execute safety drills, regular building inspections.

Purchasing:

1. Order, organize and keep inventory of all supplies.
2. Ensure all requisitions and purchase orders are completed and approved.

Equipment:

1. Address employee queries regarding malfunctioning equipment.
2. Schedule repairs and/or fix equipment.
3. Ensure all employees have necessary equipment; can access the IT network, telephone network; create ID and access badges.

Accounts Payable:

1. Ensure all invoices are entered in a timely manner.
2. Write checks and mail payment s under direction of CFO.
3. Enter superbills into insurance bulling software.

Characteristics of candidates we are seeking:

* Passion for the JFS mission
* Proficiency in MS Office Suite, especially MS Excel and Outlook.
* Proficiency in Quickbooks.
* Excellent time management skills.
* Ability to manage multiple projects simultaneously
* Excellent written and verbal communication skills.
* Advanced skill in problem solving with the ability to suggest improvements.
* Ability to work collaboratively
* Open to evening and weekend hours, as needed

Requirements:

• High School diploma or GED required. College degree preferred.   
• Minimum of three to five years of experience in office, administrative, or facilities management

Non-Exempt, 30 hours per week

Starting salary range is $16.92-$21.99 per hour, commensurate with experience.

To apply for the position, please go to <http://jfcsapply.com/>