JOB DESCRIPTION – OFFICE MANAGER

Sharsheret, a fast-paced and growing national breast cancer organization, seeks a full-time Office Manager for our Teaneck, NJ office, with flexibility for a hybrid working environment.

QUALIFICATIONS

- 3-5 years of office administration experience
- Ability to handle multiple projects simultaneously and to work in fast-paced environment
- Strong organizational skills and attention to detail
- Solid computer skills, including knowledge of Microsoft office; knowledge of Donor Perfect data base a plus
- Pleasant phone personality
- Knowledge of the Jewish community preferred

RESPONSIBILITIES

Office Management:
- Oversee all daily office functions ensuring the organization and staff have a satisfying work environment.
- Serve as the first point of contact to answer, screen and transfer incoming calls and emails as well as office visitors.
- Be responsible for all vendor management which includes ordering equipment and supplies, managing and monitoring service levels, invoice reconciliation.

Information Management:
- Serve as the primary liaison with our IT and telephone consultants.
- Data entry and report running.
- Process requests for information by phone and email.

Programming:
- Work with the COO and Wellness Team to coordinate in-house team-building activities such as luncheons and holiday celebrations.
- Coordinate Lunch and Learn program for Sharsheret’s summer interns.
- Oversee Sharsheret volunteers working from the Teaneck, NJ Office or their homes.
- Assist with Fulfillment of resource requests.
- Provide event planning assistance to the Development and Program teams as needed.

Support for Senior Staff:
- Manage and maintain CEO’s calendar including scheduling appointments, internal/external meetings and conference calls.
- Coordinate CEO and COO’s travel itineraries, flights, and hotel accommodations.
- Complete monthly expense reconciliation for CEO and COO’s corporate credit cards.
- Provide support to COO on new employee onboarding.

The Office Manager reports to Sharsheret’s Chief Operating Officer.

TO APPLY: Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Extensive benefits package and salary ($45,000-$58,000) commensurate with experience.