



100 S. Juniper Street, 3rd Floor Philadelphia, Pa 19109, Shineartsalliance.org, 267-712-9069

Paid Position:
Office Manager

Start Date-End Date:

Rehearsal will begin: October 3rd

Strike on: December 16^h. Classes will take place on Mondays, Wednesdays and Thursdays at The KIPP West Philadelphia Preparatory Charter School. Schedule is afterschool between 1pm- 6pm. Subject to change for production.

Hours:

8 hours a week

Compensation:

\$35 an hour

Job Description:

Office Manager is a hybrid position. Candidate will be responsible for organizing and coordinate administration duties and onsite twice a week procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Weekly Tasks:

Duties include:

Scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to our employees. A successful Office Manager should also have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties. Check emails and respond, website traffic, send out meeting reminders, and more.

Daily Tasks:

Responsibilities

Serve as the point person for office manager duties including:

- Mailing, Supplies
- Equipment
- Manage bills, payroll hours and checks
- Errands
- Shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Partner with HR to update and maintain office policies as necessary



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- Organize office operations and procedures
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage office G&A budget, ensure accurate and timely reporting
- Provide general support over the phone and via email
- Assist in the onboarding process for new hires
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Plan in-house or off-site activities, like parties, celebrations and conferences

Additional skills

- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems, and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills

Position Supervised by:

Director

Desired Skills and Experience

- Bookkeeping experience
- Office management experience
- Strong organizational and planning skills in a fast-paced environment
- Strong written and oral communication skills
- A creative mind with an ability to suggest improvements

To Apply:

- Please send cover letter and resume to: connect@shineartsalliance.org.
- Vaccination Card
- Driver's License or State I.D
- Clearances: Child Abuse, Criminal and FBI.
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus
- Some college

Deadline:

- September 2, 2022