



## **JOB DESCRIPTION**

# **Charlotte Campus Office Manager**

### **PURPOSE:**

The purpose of this position is to provide welcome, overall support, maintenance and oversight to the daily functions and life of the campus in Charlotte. This position reports to the Vice President of the Charlotte Campus.

### **RESPONSIBILITIES:**

- Assist with the daily functioning and flow of the campus offices and shared spaces which includes, but may not be limited, to opening/closing of the physical campus, maintaining shared files and accounts, and coordinating schedules between departments and administrative offices
- Greet and assist all visitors to the seminary
- Maintain seminary Master Calendar and classroom space assignments
- Handle all building routine maintenance, problems and schedule necessary services
- Negotiate and maintain vendor relationships
- Assist any Charlotte campus tenants with any building issues or space needs
- Serve as primary contact and coordinator for outside groups requesting use of space
- Coordinate and assist with seminary events regarding reserving space, dates/times, and set-up requirements, including catering orders for community
- Order and stock office, kitchen and janitorial supplies, as well as maintaining the orderliness of these areas including work room, kitchen and small lounge areas
- Manage campus mail service, distribute mail, order postage supplies, and notify recipients of packages received, including those delivered to employee or student mailboxes.
- Process campus invoices, reimbursements, bills and receipts, and coordinate payments with the business office
- Serve as communications liaison between departments and across campuses on behalf of the Charlotte VP's office or in conjunction with one of the other responsibilities listed
- Assist with dissemination of updates on community events, or other information beneficial to the life of the Charlotte campus
- Responsible for making bank deposits in a timely manner, and for scanning and emailing receipts, checks, and deposit information to the business office
- Responsible for safeguarding checks received until a bank deposit can be made
- General troubleshooting, problem solving and support as part of a collegial team

- Support any administrative needs of the Vice President of the Charlotte campus
- Manage the use of the Charlotte Campus office credit card and ensure all receipts, approvals and account coding are provided to business office
- Assist Human Resources with the onboarding of new employees – collecting forms, granting building access, assigning work spaces, etc.
- Assist the VP with creation and monitoring of Charlotte budgets

**QUALIFICATIONS:**

- Excellent organizational skills and knowledge of office management
- Knowledge of software used in the commission of the tasks listed above-Microsoft Outlook, Word, and Excel
- Good oral, written and IT communication skills
- Self-initiative and ability to work independently and while also cooperatively as part of a team
- Friendly and hospitable demeanor in interacting with other persons
- Ability to perform functions requiring light lifting of mail packages and supplies
- Bachelor's degree from an accredited institution
- Knowledge of the Christian tradition and local faith community preferred

**WORKING CONDITIONS:**

- Normal workweek is Tuesday through Saturday
- Position is full-time (37.5 hours), hourly, non-exempt, with benefits