



JOB TITLE: Office Manager/Receptionist

REPORTS TO: Chief Operations Officer

The Women's Opportunities Resource Center (WORC) is a nationally recognized not-for-profit organization headquartered in Philadelphia that promotes social and economic self-sufficiency for economically disadvantaged women and their families. WORC provides training, individual business assistance, a savings program, support services, and access to business and financial resources. WORC received the "2001 Presidential Award for Excellence in Microenterprise Development: Poverty Alleviation" from the United States Department of Treasury.

WORC is seeking an Office Manager/Administrator to organize and coordinate front office administration and procedures in order to ensure organizational effectiveness, efficiency, and safety. This position requires a wide range of administrative support related tasks that must be completed with little or no supervision, be well organized, flexible, and enjoy the administrative challenges of supporting an office of diverse people. The Manager/Office Administrator will provide administrative support in a well-organized and timely manner.

QUALIFICATIONS:

- Administration of front office which includes, managing emails, faxes, mail distribution, messaging, and oversee relief support
- Perform receptionist duties
- Troubleshoot minor computer repairs, contact network administrator when needed and provide computer support/training to staff
- Order supplies, maintain inventory and security of supplies (purchases under \$250)
- Manage relationships with outside vendors
- Facilities management and repairs (under \$500), ensuring building is kept in city code compliance, coordinates snow removal, open/close office (relief with closing)
- Manage petty cash and ensure deposits are made according to operating procedure
- Maintain personnel consultant, board and advisory contact lists
- Ensure the agency/program information in lobby area is maintained, update and current
- Ensure weekly time sheet is complete and forwarding to accounting, distribution of paychecks and distribution of monthly staff minutest
- Prepare and set up for events, meetings etc., ordering appropriate food
- Assist staff with check requests, travel arrangements and conference registrations
- Manage the daily operations and upkeep of the computer lab, resource center and incubator
- Provide administrative assistance as needed to support executive office and program services

EDUCATION AND EXPERIENCE: Minimum of 2-5 years of experience. College degree required.

CONTACT: Please submit cover letter and resume with salary requirements to careers@worc-pa.com. Resumes will be accepted until the position is filled.