

SARA Office Manager

Reports to: Executive Director

Wage: \$19.75/ hour

Are you looking for a position where your office administration and organization skills not only contribute to an efficient office, but also supports meaningful, life-changing work in our community? Are you looking for a place to work where your warmth and compassion is a critical and valued skill? We are looking for you too!

As the SARA Office Administrator, you will take the lead on administrative duties and office procedures. You will also run our Welcome Desk and Client Lobby ensuring that those seeking services are immediately made to feel at ease whether they walk through the door, call on the phone, or send an email. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

What you get to do

- Create a warm, welcoming environment for guests and clients
- Provide general support to clients
- Manage telephone switchboard and internal messaging, including some hotline coverage (training provided)
- Maintain the office condition and arrange necessary repairs
- Manage payroll, accounts payable, and other bookkeeping responsibilities
- Maintain office supplies, equipment, and vendor relations
- Coordinate mailings
- Assist in the onboarding process for new hires
- Provide general administrative support to SARA staff

What we need

- 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. computers, printers, fax, and phones)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong desire to work cooperatively with different personalities and individuals of diverse gender identities, sexuality, and racial/economic/cultural backgrounds
- A professional who demonstrates resilience, emotional intelligence, warmth, and self-reflection

- If you are Bilingual in Spanish, that is a plus
- Strong organizational and planning skills
- High School degree; additional qualification as an administrative assistant will be a plus

What's in it for you

- Medical, dental, life, disability, and retirement plans.
- Paid time off, paid holidays, and self-care hours off
- Commitment to Equity, Diversity, and Inclusion work
- Engaged employer who believes you are an important factor in delivering our mission to the community
- Employer who is committed to your training, personal, and professional growth opportunities