



Opportunities, Inc.

Job Title:	Office Manager	Department:	Arkansas Children's
Location:	Main Campus	Travel Required:	Limited
Classification:	Non-exempt	Position Type:	Full time

Job Description

SUMMARY

The Office Manager will manage general office procedures, processes, and duties in order to ensure organizational effectiveness and efficiency for the Arkansas Children's Developmental Preschool Program.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education and Experience:

- High school diploma or equivalent required
- Two years in general office work preferred

Required Skills/Abilities:

- Computer Proficient
 - Basic navigational skills for Windows operating system
 - Ability to write and send professional emails in Microsoft Outlook
 - Basic use of Microsoft Word and Excel
- Excellent communication skills with parents, families, and coworkers
- Knowledge of childcare principles and procedures
- Exceptional planning and organizational skills
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Ability to remain calm in stressful situations

MAJOR RESPONSIBILITIES AND DUTIES

- Manages office, maintaining office supplies and equipment.
- Answers and directs all calls in a professional, friendly manner. Responds to callers' questions and provides accurate information.
- Records accurate and complete messages; ensures the timely and accurate distribution of messages through telephone and/or email.
- Greets all incoming clients, families, and visitors with a warm and friendly welcome and manages check-in/sign-out process.
- Performs routine clerical work such as filing, photocopying, and faxing.
- Documents USDA daily meal count and submits to Finance Department.
- Maintains general files.
- Develops and maintains individual client records/files.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).
- Performs any other related duties as required or assigned.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Supervisory responsibilities: None

Reports to: Arkansas Children’s Program Manager/Director of Childcare

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities, and duties of the above job description.

Staff Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated By:	Sherry Young	Date:	3/10/2021