



# OFFICE MANAGER

<b>Job Title:</b>	Office Manager	<b>Review Date:</b>	Annually based on hire date
<b>Reports To:</b>	Executive Director	<b>FLSA Status:</b>	Exempt

## POSITION SUMMARY

The NIEA Office Manager is responsible for all administrative support for staff and board of directors, including the management of the physical office space, equipment, and supplies needed by staff to conduct their work.

## ESSENTIAL FUNCTIONS

*The essential functions of this position, include, but are not limited to the following:*

### Human Resources

- Manages Human Resource functions for the organization including employee recruiting, onboarding, and separation.
- Manages the relationships with the health care and retirement benefit providers, including annual open enrollment period and ensures the organization is compliant with relevant HR laws and follows best practices.
- Contacts and provides necessary training to on-call secretary or temporary services if additional help is needed.
- Maintains office space by working with landlord or outside contractor to make sure staff has a safe and pleasant working environment.
- Additional duties as necessary.

### Office Operations

- Acts as liaison with outsource consultants, including IT and accounting.
- Ensures accuracy and integrity of organization's records, including retention of physical information and database.
- Maintain vendor records in online accounts payable system.
- Maintain filing in office.
- Prepares weekly deposits and monthly credit card statements for accounting department.
- Maintains adequate and appropriate office supplies and computer equipment for staff use.
- Monitors and coordinates administrative workload to ensure that staff work can be accomplished without delays.
- Respond to incoming calls and direct to appropriate parties
- Provides staffing for board of directors, including setting up meetings and conference calls, maintaining official files and records, and assembly of board packets for scheduled meetings.
- Additional duties as necessary.

### Convention and Events Support

- Support Convention planning; volunteers, tradeshow vendors, communicate with NIEA award winners.
- Researches and maintains web-based calendar of NIEA official events.
- Assist with securing locations for meetings, trainings, and special events.

- Arranges travel for staff and board of directors.
- Additional duties as necessary.

## **QUALIFICATIONS**

- Associates or bachelors' degree in business management, human resource management, or equivalent specialized experience.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Expert level written and verbal communication skills.
- Ability to be resourceful team player and also be effective independently.
- Proven ability to handle confidential information with discretion.
- Proficient in Microsoft Office and Adobe Acrobat.
- Experience with Social Media platforms is preferred.
- Capably operate a variety of office equipment, including scanner, photocopier, printer, postage meter, etc.
- Ability to travel up to 10% of work year.
- Knowledge of and experience working with tribes, Native communities, and national Native and civil rights organizations is preferred.

## **CONTACT**

Please submit your resume, cover letter, and three professional references to [niea@niea.org](mailto:niea@niea.org).