



C&J CATERING

and events

JOB DESCRIPTION

Job Title: Office Manager
Department: Administrative
Location: Farm Show Complex

SUMMARY:

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Office Manager will work with employees and leadership to limit employee frustrations by communicating company processes and promote a positive workplace culture.

ACCOUNTABILITIES:

Due to the fluctuating nature of the Company's operation, it may be necessary to perform a multitude of different job roles and functions. Therefore, as an essential part of your job, you will be expected to assist others in the execution of their responsibilities or perform tasks not specifically outlined in your job description in order to complete any component directly related to the success of the company or an event.

Adherence to any written standards of operation, policies and procedures, manuals, memos, oral instructions, etc. is always expected.

ESSENTIAL FUNCTIONS:

1. Oversee office area to ensure professional image.
2. Maintain tracking system for building access keys.
3. Manage and respond to emails in timely manner.
4. Attend, take notes, and disseminate information to attendees for all meetings.
5. Develop and execute a system for tracking and preparing accounts payable.
6. Set-up and maintain POS system and item library.
7. Oversee tracking, ordering and distribution of office supplies.
8. Create confidential filing system to ensure employee information remains private.
9. Assist with screening applicants and scheduling interviews with potential employees.
10. Gather payroll reports for Director of Human Resources for use in processing payroll.
11. Handle confidential and non-routine information and communicate company policies to employees as necessary.
12. Greet clients of the facility when requested.
13. Convey effective telephone and mail communications both internally and externally.

14. Assist General Manager with administrative duties as requested.
15. Send staffing needs for events to staffing coordinator.
16. Maintain order and organization of the office area.
17. Compose and edit documents as need.
18. Sort, copy and file paperwork as requested.
19. Other duties as assigned.

REPORTING RELATIONSHIPS:

1. Reports directly to: General Manager
2. Directly supervises: NA

QUALIFICATIONS:

1. **WORK EXPERIENCE:** Three or more years of office manager experience required. Experience with Microsoft office suite required. Point of Sale experience preferred. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision.
2. **SKILL NEEDED:**
 - a. Excellent communication and organizational skills
 - b. Confidentiality and strong decision-making ability
 - c. Planning and prioritizing work
 - d. Problem-solving
 - e. Interpersonal and relationship building
3. **EDUCATION:** High school diploma or equivalent required.
4. **CERTIFICATE/LICENSE:** Valid Driver's License
5. **LANGUAGE:** Complete written and oral knowledge of the English language is required.
6. **SECURITY/CONFIDENTIALITY:** All materials and information obtained through working with our company may not be given or transferred outside of the company. Violation of confidentiality is grounds for termination.
7. **TRAINING:** Any training held is mandatory.
8. **PERFORMANCE STANDARDS:** Must be willing to adjust to last minute changes, engage and assist employees as needed.
9. **WORKING CONDITIONS/ENVIRONMENT:** Fast paced environment, high noise level, frequent walking and lifting to 50 lbs.
10. **ATTENDANCE REQUIREMENTS:** Hours worked are Monday – Friday 8am- 5pm; however, must be able to work occasional nights and weekends as dictated by business needs.