



a human good company

JOB DESCRIPTION FOR:

Office Manager

To Apply: [Job Application Link](#)

GENERAL STATEMENT OF POSITION

Beacon Development Group (a subsidiary of HumanGood Affordable Housing) seeks an Office Manager to ensure that day-to-day operations of the Seattle office run smoothly and provide administrative support to various team members. The ideal candidate is highly organized, flexible, has excellent communication and enjoys the administrative challenges of supporting an office. Fundamentally, the OM is a problem solver who wears multiple hats.

Salary Range: \$30 - \$32/hour depending on experience.

Location: Employee will be based in the Seattle office.

Hours: Full Time (32 – 40 hours/week)

Office Management

- Demonstrates familiarity with and ability to operate standard office equipment, use of MS Office Suite and Adobe, event planning and marketing.
- Manages front desk reception area including greeting walk-ins and providing refreshments as requested.
- Manages, prepares orders, and stocks office, housekeeping and emergency preparedness supplies.
- Manages general condition of the overall office, kitchen, shower facility, and storage areas.
- Oversees space planning and coordinates installations as needed.
- Monitors office security systems and distributes/tracks key fobs.
- Manages company vehicle schedule, maintenance, parking passes, and light rail passes.
- Works with Vice Presidents to plan and oversee logistical support for all company-wide events (e.g. retreats, conferences, social gatherings, etc.).
- Maintains relationships with vendors, suppliers, and property management.
- Proven ability to exercise a high level of confidentiality.

- Self-motivated with the ability to work independently with day-to-day tasks and collaboratively within a team.
- Assumes other office management responsibilities as requested.

Information Technology

- Acts as point of contact for office IT; all duties below are performed with support from third party IT consultant and Vice President (supervisor).
- Manages purchasing of all computer equipment as recommended by IT consultant and with approval of direct supervisor.
- Facilitates resolution of issues tied to computers, network, server, etc. with third party vendor as needed.
- Provides support to staff regarding use and issues with computer systems, password resets, lock outs, memory issues, etc.
- Coordinates with IT consultant regarding issues that cannot be solved internally.

Administrative Support

- Assists with on-boarding of new staff.
- Schedules team meetings and organizes catering when necessary.
- Provides administrative support for Directors and Senior Project Managers for applications, draws, and general project management as needed.
- Provides administrative support to Asset Management as needed.
- Serves as member of the marketing committee.
- Manages Beacon client, contact database.
- Provides other administrative support assistance as needed by staff.

MINIMUM REQUIREMENTS

Education: High school diploma or equivalent; Associate or Bachelor degree desirable.

Experience/Training: Minimum of 3 years of experience in administrative support, office management, vendor management, project coordination and/or customer service.

Certificates, Licenses, Registrations: Valid WA Driver's License and ability to drive.

Beacon/HumanGood offers competitive pay and phenomenal benefits. Eligible positions (30+ hours/week) start with 20 paid days off, plus seven holidays, a company-matching 401(k) and health plans that give you cash to use for those unexpected health issues. We also offer a Tuition Reimbursement to promote your career advancement.

All HumanGood Employers are Equal Opportunity Employers. Complying with the Americans with Disabilities Act, HumanGood Employers will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective team members and incumbents to discuss potential accommodations with the appropriate HumanGood Employer.