

Office Manager

Ohio State Building & Construction Trades/ACT Ohio

Ohio State Building & Construction Trades/ACT Ohio is a state wide non-profit that advocates on behalf of the unionized construction industry. We are seeking candidates for an expected opening as our Office Manager. Our current Office Manager is retiring after nearly 30 years of dedicated service to our organization. She is expected to transition to a part time role for several months in order to help train the new hire.

This is a full time position and is located in the downtown area of Columbus, Ohio. The position will be covered by a collective bargaining unit. Compensation will be commensurate with experience, but will likely include a salary range of \$32,000 to \$38,000, plus a generous benefits package. Free daily parking is also provided.

Essential Work Functions:

- Work with vendors to maintain sufficient office supplies and support for staff.
- Acts as receptionist for both organizations.
- Maintains day to day accounting and works with the organization's auditors to ensure accurate financial reporting.
- Assists Secretary-Treasurer, Executive Director and other staff preparing for and during quarterly Executive Board meetings.
- Prepares and manages payroll with third party servicer.
- Assist with event planning for annual golf outing, quarterly Executive Board Meetings, and other events.
- Works with member organizations to ensure timely member dues payments.
- Manages all business infrastructure needs for the office (copier, internet supplier, phone vendors, mail meter, etc.)
- Assist staff with correspondence and other administrative duties.
- Manage active calendar of appointments for Secretary-Treasurer and other staff members as directed.
- Assists staff and Executive Board with travel arrangements.
- The ability to take meeting minutes during Executive Board or other meetings.

Primary Skills:

- Knowledge of QuickBooks or basic accounting software.
- Detail oriented.
- Experience working in a small office environment which requires the individual to fulfill multiple administrative roles.
- Excellent written and verbal communication skills.
- Ability to handle multiple tasks, and requests from various staff members.
- Strong organizational skills.

Education Experience:

Minimum education level to be considered for this position is a high school diploma or GED. We prefer candidates that have successfully obtained an Associate's Degree from an accredited institution of higher education.

Work Experience:

A well-qualified candidate for this position will have at minimum 1-5 years of past experience as an office manager, executive assistant, or receptionist in a small office environment.

How to Apply:

Please e-mail a cover letter and detailed resume to Rob Dorans at rdorans@act.ohio.org. Please do not contact our organization via phone regarding this position. Additionally, do not send application materials via USPS or other delivery services.