



## Job Description

<b>Position:</b>	<b>Office Manager</b>	<b>Location:</b>	Victoria
<b>Reports to:</b>	General Manager	<b>Direct Reports:</b>	None
<b>Pay Range:</b>	\$26.44-\$36.06 Hourly	<b>Issue Date:</b>	November 27 <sup>th</sup> 2024

### Position Summary

The Office Manager is responsible for assisting and maintaining the day-to-day functions of Prime. This position must also be team-oriented, as a key player in the successful running of the office's operations.

### Job Responsibilities

- Order and maintain inventories of office supplies and as communicated by the General Manager, assist with the purchasing of other materials/supplies while staying within expense budgets. Orders equipment, tracks and holds vendors accountable.
- Observe all safety rules and Best Practices; Follow all company policies and procedures.
- Demonstrate a continual effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively with other departments to provide quality and seamless operation.
- Help coordinate onboarding of new staff, setting up technology and programs to support their first days/months.
- Update the company calendar, coordinate with WFH staff and act as remote support for workers in the field.
- Develop and maintain filing system and record keeping procedure and implement standards.
- Aid in basic AR/AP functions, help with invoicing and banking. Provide support in setting up new clients.
- Make sure clerical functions are properly assigned and monitored.
- Point person for the office maintenance (janitorial staff, supplies & equipment), social events, keeping the office supplied and organized.
- Renew business license and manage other city/state requirements.
- Distribute mail appropriately including checks and vendor invoices.
- Act as a liaison in the field for the corporate office. Coordinate activities, communications, and postings.
- Other duties as assigned.

### Required Experience and Qualifications:

- Diploma and 4 years of experience in a related field
- Proficiency in MS Office programs (Word, Excel, Outlook, and PowerPoint) required.
- Strong Administrative Skills.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Ability and desire to work efficiently and productively in a multi-task environment daily, independently and with minimal supervision.

- Demonstrate ability to effectively work with all levels within the company, including executive management.
- Ability to identify and analyze problems using sound judgment and determine solutions in order to effectively resolve issues.
- Excellent interpersonal, organizational, time management skills and the ability to handle multiple priorities.

### **Additional Information**

**Travel:** Minimal

**Physical Demands:**

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

***Prime (a RESA Power Company) is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status.***