



Agape Counseling & Therapeutic Services, Inc

JOB DESCRIPTION: JOB TITLE: Office Manager

Job Opening: 2-23-18

QUALIFICATIONS: Associates degree, Bachelor's Degree or equivalent with at least one year of office management experience preferred. Employee will work collaboratively with Director's, Middle Management, and Administrative Support Staff and must have excellent writing and communication skills. Employee must be able to cope with stressful situations and to interact cordially with coworkers to accomplish task. Employee must possess the ability to multi-task, work independently and complete time-sensitive projects and assignments by the due dates.

DUTIES AND RESPONSIBILITIES: Specific duties and responsibilities to be assumed by an Office Administrator include:

1. **Maintain office services**
 - a. Establish standards and procedures
 - b. Organize office operations and procedures
 - c. Supervise administrative staff
 - d. Monitor and record phone calls as needed
 - e. Control correspondences
 - f. Review and organize supply requisitions
 - g. Liaise with other agencies, organizations and groups
 - h. Maintain office equipment
2. **Supervise Administrative staff**
 - a. Assign and monitor clerical and secretarial functions
 - b. Orient and train administrators
 - c. Provide on the job and other training opportunities
3. **Maintain office records**
 - a. Design filing system
 - b. Ensure filing systems are maintained and up to date
 - c. Define procedures for record retention
 - d. Ensure protection and security of files and records
 - e. Ensure effective transfer of files and records
 - f. Transfer and dispose records according to retention schedules and policies
4. **Maintain office efficiency**
 - a. Plan and implement office systems, layout, and equipment procurement
 - b. Maintain and replenish inventory levels
 - c. Anticipate needed supplies
 - d. Verify receipt of supply



AGAPE

"Committed to strengthening people through life's transitions."

5. Perform other related duties as required.

I have read and understand the job description and agree that I am qualified to meet the requirements of the position.

Staff Signature

Date