



**Position:** Office Manager

**Located in:** Raleigh, NC

## **Background**

Since 1987, the NC Rural Center has worked to improve the quality of life for the state's rural people and places. We operate with the core belief that our rural communities have inherent cultural value and are vital to the overall economic health of our state. We recognize that the changing landscape of rural North Carolina brings with it significant challenges, but we also believe in the resiliency of our state's rural people and their dedicated stewardship of the communities they call home.

## **The Mission**

The mission of the NC Rural Center is to develop, promote, and implement sound economic strategies to improve the quality of life of rural North Carolinians. They serve the state's 78 rural counties, with a special focus on individuals with low-to-moderate incomes and communities with limited resources.

## **Description Overview**

The Office Manager is responsible for all facets of building facilities management, light IT helpdesk support, and all general office duties.

## **Duties & Responsibilities**

- Oversight of the operations of the physical facility; coordination with Wake County for general repairs and maintenance and security issues
- Scheduling and coordination of set-up and use of the Rural Center Conference Center and other conference rooms including, booking, contract preparation, collecting payments and permits, pre- and post- event inspections, inventory control, final billing, financial reporting, and the use of technology.
- Oversight of operation and maintenance of all office machines and equipment including copiers, the postage and fax machines, and audio visual equipment
- Monitoring general office supply levels and coordination of all center supply purchases
- Coordination of all on-site and off-site storage
- Oversight of incoming and outgoing mail and express delivery functions
- Establish and maintain relationships with vendors.
- Make arrangements for the creation of building security badges for new employees and the badge deactivation of separated employees.
- Assist with the development and implementation of policies and processes to enhance organizational efficiency.
- Work with IT leader to set up technology hardware and software for new employees.

- Coordinate, manage, and troubleshoot technology systems.
- Maintain and improve technical systems to ensure that all employees have the technology they need to complete their work and the organization's important files and information remain safe and intact.

### **Required Skills/Abilities:**

- Exceptional project management skills, including organization, planning, time management, cost management, and prioritization.
- Proficiency in in-person and virtual event planning, logistics, and technology.
- Experience and comfort working with diverse groups of people.
- Strong problem-solving, critical thinking, and decision-making skills.
- Excellent attention to detail.
- A positive, flexible, and patient attitude— must be professional in all daily interactions, either with internal staff or externally with local, regional, and state-wide organizations, community leaders, public officials, funders, and the general public.
- Ability to take initiative in an environment of shifting deadlines.
- Critical thinking skills with the ability to work independently.
- Growth mindset with a commitment to continuous learning and improvement.
- Exceptional analytical, problem-solving, and communication skills.
- Proficiency with MS Office (i.e. Word, Excel, PowerPoint) and Google Suite applications and have the ability to quickly learn these tools: database management systems (i.e. Salesforce) and event software (i.e. Cvent, Zoom).

### **Education and Experience**

**Compensation and Benefits:** NC Rural Center offers a salary range of \$55K-\$62K for this position, commensurate with experience. The NC Rural Center offers excellent benefits, including health, vision, and dental insurance, retirement contributions, holidays, and paid time off. The NC Rural Center is an equal opportunity employer.

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