HopeSpoke

Inspiring Children & Families to Move Forward

Job Opening: Office Manager

We are seeking an energetic and highly organized Office Manager to lead many operations of our busy office environment. This pivotal role involves overseeing customer service personnel, assisting with functions under human resources and finance, managing office supplies and vendor responsibilities, coordinating communication channels, and ensuring a smooth workflow across the agency. The ideal candidate will possess excellent organizational skills, technical proficiency, and a proactive attitude to foster a productive and welcoming workplace. As the backbone of our office operations, you will play a vital role in supporting staff, maintaining efficient processes, and enhancing overall office productivity.

Responsibilities

- Manage front desk customer service representative duties: including greeting visitors, answering multi-line phone systems, and directing calls with professional phone etiquette.
- Oversee office management tasks such as supply procurement, filing systems, and maintaining organized workspaces.
- Utilize software including Microsoft Office applications (Word, Excel, Outlook) and other agency utilized platforms to update and create paperwork and forms.
- Support customer service efforts by assisting clients or visitors with inquiries and providing exceptional support via phone or in person.
- Maintain computer literacy through technical proficiency in office management tools like QuickBooks for financial tasks and other relevant software for administrative functions.
- Assist with human resources and finance responsibilities including organizing files, forms and documents, managing deadlines, accounts payable, petty cash and deposits, and supporting tasks.

Experience

- Proven office experience with a strong background in administrative or clerical roles.
- Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook) along with experience using spreadsheets for data management.
- Compliant with HIPAA, Confidentiality, and privacy.
- Familiarity with QuickBooks or similar accounting software is preferred.
- Excellent organizational skills with the ability to multitask efficiently in a fast-paced environment.
- Strong communication skills in English is highly desirable to enhance client interactions and team collaboration.
- Capable of tracking supplies, placing orders, and facilitating facility related needs and vendor relationships and jobs.
- Prior experience with web management, managing multi-line phone systems and front desk operations is advantageous.
- Knowledge of office management best practices combined with solid computer skills ensures smooth daily operations.

Join us as an Office Manager to be the driving force behind our vibrant office environment! Bring your enthusiasm, technical expertise, and organizational prowess to help us create an efficient work space where everyone can thrive!

2444 O Street, Lincoln, NE 68510 P 402.475.7666 F 402.476.9623 hopespoke.org

Education:
· Associates Degree (Preferred)

Experience:
· Administrative: 2 years (Required)

Shift Availability:
· Day Shift (Preferred)

Benefits
· 403(b) Retirement Plan
- Health, Dental, and Vision Insurance
- Employee Assistance Program
- Flexible schedule
- Generous paid time off
- Life insurance
- Professional Development Assistance
- Flexible Spending Account (FSA) or Health Savings Account (HSA)

To Apply
Email resume to Kelly Theilen in Human Resources at ktheilen@hopespoke.org or if you have questions call 402.475.7666 ext. 154.

HopeSpoke is an Equal Opportunity Employer.