CAMRIS International seeks a highly motivated Office Manager to ensure smooth operation of administrative functions on a daily basis to enable maximum utilization of services. Position requires commitment of 8 hours per day, Monday through Friday, between the hours of 8:30 a.m. and 5:30 p.m. This position is located at 1229 Pennsylvania Ave. Washington DC.

Job Requirements

- Responsible for overall front office activities, including the reception area, mail, large purchasing requests and facilities
- Developing and supervising programs for the maximum utilization of services and equipment
- Supervises and coordinates overall administrative activities for the office
- Responsible for inventories and ordering supplies
- take an inventory of the supplies on hand and dispatch any new
- Handles needs of the office building, cleaning services, pest control, landscaping and maintenance
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for the facilities day-to-day operations (such as distributing building access keys and back-up to security access cards, etc.)
- Participates as needed in special department projects.
- Answer multi-line phone in a professional manner and ensure phones are answered during office hours
- Welcome visitors and guest in a professional manner
- Maintain the visitor log and parking validations log
- Write business correspondents for staff, vendors or clients
- Schedule appointments
- Maintain office calendar
- Plan and coordinate meetings as requested
- Coordinator of corporate office supplies and requisitions
- Coordinates ancillary support for office functions
- Executes and coordinates pre-approved purchases, travel arrangements and work orders
- Tracks and monitors shipments
- Performs daily inventory of kitchen supplies and ensures these areas are clean and stocked on all floors; prepares coffee in the morning
- Ensures equipment (copiers, faxes, printers, postage machine) are operational on a daily basis and are stocked with paper; makes service calls as needed
- Serves as main point of contact for advice on shipping domestically and internationally; ensures that mail and packages are distributed properly
- Formulate and update meeting agendas
- Prepare for in-office meetings, i.e. make coffee, order lunch and maintain conference room
- Maintain clean and organized work areas within the office including front office and desk,
copy room, kitchen and conference room on a daily basis.
- Compiles and maintains lists and records, using a computer.
- Files correspondence and other records.
- Makes copies of correspondence and other printed matter.
- Edit and format documents/reports in Excel, Word, PowerPoint.
- Organizes and maintains paper and electronic files.
- Supports business development functions, such as proposal preparations
- Other duties as assigned

- Minimum two years of previous experience in office management managing an office of 50+ employees
- High school or general education degree (GED) or equivalent
- Excellent written and oral communication skills
- High level of inter-personal skills to interact with staff and visitors of all levels
- Capacity to work both independently and as a member of a team
- Ability to interpret documents such as equipment manuals
- Working knowledge of basic office equipment
- Ability to occasionally lift office supplies, packages, equipment (no greater than 20 pounds).
- High level of professional demeanor
- Ability to maintain professional dress code during working hours
- Ability to multi-task
- Excellent computer skills including Microsoft Office Suite
- Ability to handle telephone system
- Organized and detail oriented
- Ability to take initiative to ask for projects and assist with tasks
- Switchboard experience preferred.
- Working knowledge of mail processes such as postage machine, Federal Express and UPS.
- Good planning and organizational skills.
- Professional appearance and manner.
- Ability to manage staff (supervisory experience).
- Ability to negotiate effectively.

Comments
CAMRIS International offers competitive salaries and comprehensive benefits.
CAMRIS is an Equal Opportunity Employer

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