

Title: Office Manager

Exempt/Non-Exempt/Contract/Temporary: Exempt

Full-Time/Part-Time: Full-time

Reports To: CEO

Direct Reports: 1 and possible interns

OUR MISSION:

The Ulman Cancer Fund for Young Adults (UCF) changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

YOUR ROLE IN OUR MISSION:

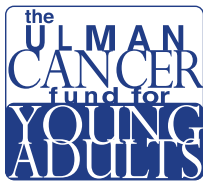
Our busy, client-focused office needs a reliable, well-organized Officer Manager to handle day-to-day operations with a focus on efficiency, organization, time management and creating a culture of fun! The Office Manager will be responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation and supporting the needs of the Executive and Management Team and serving as a liaison with UCF vendors including but not limited to recruiters, benefits provider, accounting service. We're looking for an energetic professional who doesn't mind wearing multiple hats and ready to bring structure, efficiency and positive energy to a fast paced organization experiencing rapid growth.

Responsibilities:

- Develop and strengthen organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling
- Improve employee and client retention rates through active communication and problem-solving efforts
- Help manage office and conference room schedules and troubleshoot scheduling conflicts as they arise
- Order supplies and equipment as needed
- Establish team atmosphere through leadership and employee development
- Answer phone and direct calls to all individuals and departments
- Oversee organizations HR functions including but not limited to:

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- Facilitate professional development opportunities for teams and individuals
- Onboard new employees, ensuring complete documentation of all needed employment forms
- Employee exit process
- Maintain HR files
- Payroll and compensation data management
- Benefits administration
- Liaison between UCF vendors and UCF staff including external accounting service – bookkeeping/finance experience is a plus
- Participate and help drive culture and engagement with plan around measurement
- Executive support to the President & CEO and administrative support to the office and team

Requirements:

- Highly skilled attention to detail
- Strong communication skills
- Ability to work independently and collaboratively
- Completes work with high level of efficiency and quality
- Ability to multi-task and balance work load

Education & Experience:

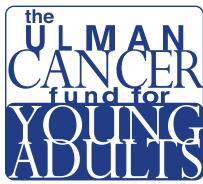
- High school diploma
- Bachelor's degree, a plus
- 2+ years of related experience
- Human Resources experience, a plus
- Bookkeeping experience, a plus
- Experience working in team environments
- Ability to organize and communicate information appropriately
- Experience in team building, capacity building, and/or culture and engagement

General

Ability to work and accomplish tasks independently is important for success in this role. The right candidate must be willing and able to collaborate and communicate with cross-functional teams to support their work. Some flexibility in work hours is available but standard office hours are 9-5, Monday through Friday.

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UCF Work Environment

UCF has been recognized over the past 2 years by the Baltimore Business Journal and Non-Profit Times as one of the Best Places To Work. We have an open, fun, inspiring, and collaborative environment. Your teammates are committed to improving the lives of young adults impacted by cancer as well as helping their family and loved ones. We work hard and play hard. Being a small nonprofit, teammates wear many hats and pitch in to ensure tasks are completed excellently and on time.

To Apply: Interested candidates should submit a cover letter and resume to careers@ulmanfund.org with "Office Manager" as the subject line.

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