

The Greater Portland Council of Governments (GPCOG) is seeking an

OFFICE MANAGER

The Greater Portland Council of Governments (GPCOG) seeks a full-time Office Manager to support our work advancing regional prosperity in our region.

We are located Maine's economic and cultural center. Greater Portland is an exciting region in which to work, play and live – and Portland is a world-class small city as shown in many “top ten” lists during the past ten years.

The Office Manager supports all administrative functions for the agency and leads the development and maintenance of our office systems. GPCOG is seeking a resourceful self-starter who will help the agency run like a well-oiled machine.

The Office Manager will organize office operations and procedures, including:

- Serving as point person for mailing, supplies, and equipment
- Manage relationships with vendors, service providers and landlord
- Processing accounts payable and cash receipts
- Administering small business loans, including loan collection efforts
- Managing GPCOG's information technology vendor, and helping with immediate IT issues
- Supporting meeting and event logistics
- Managing contacts in Outlook and Constant Contact
- Supporting committees with agenda preparation and minutes taking
- Maintaining office supplies inventory
- Overseeing and marketing GPCOG's conference center
- Overseeing the transition from a hard copy filing system to a digitized one
- Overseeing the updating and refreshing of our office space
- Greeting and supporting visitors

Some of the critical qualifications and qualities of the successful candidate include:

- Proven office management, administrative or assistant experience
- Excellent organizational and time management skills, and ability to juggle and quickly respond to multiple competing demands
- Excellent MS Office skills, specifically related to Excel, Word and PowerPoint
- Basic knowledge of information technology
- Ability to quickly learn new software
- Superb attention to detail
- Proofreading and editing skills
- Resourceful self-starter and independent worker

The below skills are a plus:

- IT trouble-shooting experience
- Graphic design skills and proficiency in Adobe InDesign
- Knowledge of accounting practices and procedures
- Knowledge of benefits administration and human resources procedures

This is a full-time position. The Office Manager reports to the Finance Director of GPCOG.

We offer a comprehensive benefits package, competitive salary, and a fun and creative working environment. We are an equal opportunity employer, committed to representing the region's diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.

Come join our team!

Interested candidates should electronically submit a cover letter and resume, along with minimum salary requirements by May 24, 2019 to Kaylei Coombs at kcoombs@gpcog.org. Email subject line: Office Manager Application

No phone calls, please.