



**Job Title:** Office and Building Manager

**Reports to:** President/COO

**Summary:** The Office and Building Manager is responsible for the daily operation of Visit Bucks County's technology and communications systems as well as oversight of the Bucks County Visitor Center facility and front office. The manager works closely with several service contractors on the maintenance, inspection and repair of facility. The manager also plays a key support role to staff assuring a smooth daily operation of the office.

**The responsibilities for this position include, but are not limited to:**

- Manages all technology vendors and software licenses.
- Provides prompt user support for workstations and printers and serves as the technology point of contact for staff and vendors.
- Ensures all staff and building hardware and software is up-to-date and continually researches opportunities to enhance the technology resources.
- Manages servers, organization and accessibility of information for staff.
- Main point of contact for building operations of the Bucks County Visitor Center.
- Schedules appointments and support calls for the maintenance, security, inspection, repair and overall cleanliness of the Bucks County Visitor Center. Oversees lease/building tenant.
- Works with service contractors to perform preventive maintenance, if necessary, with lighting, plumbing, electrical, HVAC, furniture, fixtures and equipment in public areas and employee offices.
- Responsible for scheduling trash/recycle pickup and coordinating the unloading of deliveries as well as the organization of all storage areas.
- Monitors and reviews vendor relationships for cost, performance and quality of service relating to all aspects of maintaining the building internally and externally.
- Ensures the facility is ready for art exhibits and any events/displays/meetings in the Visitor Center.
- Assists with the coordination of mailings, fulfillment and distribution as it relates to inventory management, logistics and postage/shipping costs.
- Prepares status updates and maintains project files.
- Assists with budgeting and financial reporting as well as the reconciliation of invoices and expenses.
- Works with department heads for the onboarding of new employees.
- Supports the review, renew and dissemination of information for insurances and various other organizational contracts/employee-related benefits and policies/procedures.
- Oversees part-time Gift Shop and Operations Coordinator responsible for shop inventory, including cost of goods and pricing as well as office supplies.
- Other office and building management duties as assigned.

**The successful candidate for this position possesses the following skills and abilities:**

- Minimum of 5-7 years of experience as an office or building manager or executive-level assistant.
- Intermediate knowledge of technology as well as software licensing, including Microsoft and Adobe products.
- Basic knowledge of electrical, plumbing, heating and cooling systems.
- Knowledgeable of building code compliance and able to operate and maintain general office equipment.
- Strong organizational and planning skills.
- Able to time manage, multitask and resolve problems independently and recognize when issues should be referred to vendors.
- Excellent written and verbal communication skills.
- A commitment to organization, excellence, professionalism and creativity.
- A sense of humor.
- Higher level education degree preferred, but not required.

**Please send cover letter, resume and salary requirements to [jobs@VisitBucksCounty.com](mailto:jobs@VisitBucksCounty.com). No phone calls, please.**

*Visit Bucks County is the official tourism promotion agency for Bucks County.*