



Date: April 13, 2021
Position: Office Manager

General Statement of Duties:

As a fast growing fiber optic internet provider, OpenCape continues to grow by offering this starting position with great potential for growth. Looking for a competent Office Manager with great organizational skills, the ability to multi-task while representing the company in a professional manner.

Responsibilities:

1. Provide exceptional customer service with both customers and vendors
2. Carry out all secretarial and administrative duties to enable a smooth running office
3. Manager office-related circumstances and respond to requests or issues
4. Create marketing materials, social media posts, newsletters
5. Monitor and order office and kitchen supplies as needed
6. Correspondence – drafting and proof reading
7. Organize and schedule meetings
8. Taking and preparing Meeting Minutes from Board of Director meetings.

Qualifications:

A bachelor's degree is preferred but not required. Seven to ten years of administrative experience is required.

Extensive knowledge with Microsoft Office applications, and experience with Constant Contact, Canva or other marketing material application.

Position applicants must demonstrate their proven skills in office management and written, verbal, and interpersonal communications.

COMPENSATION: Competitive salary commensurate with qualifications and experience. Compensation includes participation in an attractive employee benefits program including medical and dental insurance, 401K, paid holidays, vacation, PTO, and Employee Bonus Program.

DEADLINE TO APPLY: Immediate reply requested; applications to be reviewed upon receipt.

APPLICATION PROCEDURE: Submit letter of application, with email address, including a statement

addressing the specific qualifications, resume, and three reference letters or contacts to:

Electronic copies are preferred and should be sent to: info@opencape.com

Hard copies may be sent to:

OpenCape Corporation
PO Box 1148
Barnstable, MA 02630

Please visit our website at www.opencape.org for information about who OpenCape is and our mission.