



Job Title: Office Manager

Reports To: Mindy O’Neill, Executive Director

Join an innovative team (and dogs) in Fairbanks, Alaska working to catalyze efficient and quality housing solutions throughout the circumpolar north through education and applied research. Provide professional administrative and management support. Coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency.

Scope of Duties:

- Manage administrative office functions including:
 - Responsible for the reception of guests and answering of telephones;
 - maintaining office functions and efficiency, including maintaining office supplies, supply inventory within budget, furniture purchasing, maintaining office equipment and equipment inventory;
 - sending, picking up and distributing mail;
 - maintaining a clean and neat appearance to the CCHRC offices;
 - arranging travel for all employees, process costs and per diem;
 - Updating all licenses and subscriptions on an annual basis.
- Assist in data entry and processing of accounts receivable in financial software system, and support of accounting team;
 - Ensure accurate entry of billing
 - Compile and maintain spreadsheets, databases, and other data-related documents necessary for project tracking and reporting.
- Maintain and organize CCHRC server and paper filing systems;
- Assist with the organizing and managing of Board of Director meetings
 - calendar meetings and send invites to Board members;
 - Assist in the preparation of agendas, draft Board resolutions, memos, etc. at the direction of the Executive Director
- Maintain and update CCHRC shared calendars; Assist with scheduling
- Provide administrative assistance to CCHRC Management, including but not limited to:
 - drafting and editing correspondence, reports, and proposals; and
 - maintaining and managing corporate insurance files and records.
- Assist with Human Resource management, including:
 - maintaining up-to-date personnel files;
 - maintaining compliance to regulatory concerns;
 - managing HR paperwork; and
- Editorial oversight of CCHRC written and electronic materials as needed;
- Prepare and submit Residential Endorsement Continuing Competency Approval Applications to the State of Alaska;
- Assist project managers with research, drafting, scheduling, etc.
- Perform administrative support and other duties as assigned;



Knowledge, Skills and Abilities:

- Professional administrative/office experience;
- Strong written and oral communications skills;
- Ability to plan, direct and coordinate work;
- Strong professional customer service and reception skills;
- Proactive
- Keen attention to detail
- Ability to type accurately and proficiently;
- Working knowledge of Microsoft Office suite and general proficiency with computers;
- Experience in daily operations and office procedures;
- Strong organizational skills;
- Ability to work closely and cooperatively with others;
- Ability to organize and maintain file systems and to organize time effectively and meet deadlines;
- Ability to multi-task a must; and,
- Maintains confidentiality;
- Passion for mission and community building
- Ability to lift 25 pounds

Hours:

Monday through Thursday, 9am-4pm.

To apply send your resume and cover letter to mindy@cchrc.org

It is the policy of Cold Climate Housing Research Center to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.