

## **Part-Time Office Manager Needed!**

Coordinated Assistance Ministries is in search of an office manager with experience working with diverse individuals from all walks of life and excellent customer service skills. The successful candidate will demonstrate a positive attitude and the ability to facilitate an effective and efficient front office.

**Weekly Hours:** 20 per week

**Pay range:** \$10-\$12 per hour

### **Main Job Duties and Responsibilities**

- Monitor clerical, administrative and secretarial responsibilities and tasks among front office staff and volunteers
- Co-ordinate front office staff activities to ensure maximum efficiency
- Mentor and coach front office and reception staff and volunteers
- Ensure filing systems are maintained and the security, integrity and confidentiality of data
- Design and implement office policies and procedures
- Prepare monthly statistical reports
- Co-ordinate schedules, appointments and bookings
- Monitor and maintain office & cleaning supplies inventory
- Handle customer inquiries
- Assist with writing letters and other correspondence upon request.
- Other duties as assigned

### **Education and Experience**

- Associate's Degree in Business or relevant certifications
- High school diploma with administrative and supervisory experience
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Computer skills and knowledge of office software packages

### **Key Skills**

- Excellent Communication skills
- Problem-solving
- Decision making
- Planning and organizing
- Attention to detail
- Coaching skills
- Initiative
- Teamwork and collaboration

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Coordinated Assistance Ministries (C.A.M.) is a ministry to the homeless and to guests in need. We operate a day shelter, men's shelter, and family shelter. C.A.M. observes federal holidays and is a team-oriented work environment. Training opportunities are available and the ministry is growing!

**To Apply:** Applications can be found at [www.camhope.org](http://www.camhope.org). You may email your resume **or** completed application to [dennine@camhope.org](mailto:dennine@camhope.org). You may also submit by mail or in person to

**625 North Union Street Kokomo, IN 46901.**

**Deadline: July 15, 2022**

For more information, call (765)452-8963 and select option 5.