**Position:** Office Manager

**Classification**: Non-Exempt, subject to the provisions of the Fair Labor Standards Act

**Position Type & Hours:** This position is full-time on site, primarily M-F 8:00-4:00, 35 hours weekly (70 hours biweekly)

**Salary:** $22.00 - $24.00/hr. commensurate with experience and education.
**Reports to:** Executive Director

**Supervisory Responsibilities:** None

**Specific Responsibilities:**

* **Technology Management:** Set up and maintain Zoom accounts and telephones, assist with configuring new phones and laptops, key fobs, and troubleshoot basic technology issues. Serve as the primary liaison with Rural Health Network of SCNY (RHN) contracted IT company. Update agency website as needed. Manage the ring doorbell.
* **Finance Support:** Assist the finance office with administrative tasks, such as filing, accounts payable, data entry, and coordinating financial documentation. Deposit checks weekly at the local bank.
* **Human Resources Support:** Aid the HR department with the onboarding and exiting process. Maintain employee records. Manage and schedule meetings and trainings on Google Calendar, ensuring all participants receive timely notifications and reminders.
* **Board of Directors Support**: Provide administrative support to the board of directors, including scheduling meetings, preparing agendas, and handling correspondence.
* **General Administrative Duties**: Coordinate and place orders for office supplies. Answer phone calls, direct inquiries to the appropriate staff members, and provide general assistance to callers and visitors. Monitor and answer the office door, ensuring a welcoming environment and assisting with visitor check-in. Receive daily mail and package deliveries. Maintain and track inventory of agency equipment.
* **Building Maintenance and Security:** Receive and review requests for building maintenance and report needs to the Executive Director. Contact appropriate vendors (HVAC, electrician, pest control, etc.) as needed. Ensure that building is unlocked and locked each day.
* **Serve as a member of the RHN team**: Support RHN Leadership team as needed. Seek ways to continuously improve and support the work of RHN.
* All other duties as assigned.

**Work Environment:**

**Location:** Rural Health Network office at 455 Court St. in Binghamton.

**Physical Demands:** Daily computer and screen use. Lifting/ moving supplies up to 25 lbs. on a weekly basis.

**Travel:** Light local travel, primarily for banking and retail purposes. Mileage reimbursement. Valid Driver’s License and use of private vehicle for work related purposes.

**Qualifications:**

**Required:**

* Proven experience in office management or a similar role.
* Strong organizational and multitasking skills.
* Proficiency with basic office software and technology (e.g., Zoom, Google Suite, Excel)
* Excellent communication skills and a friendly, professional demeanor.
* Ability to handle sensitive information with confidentiality.

**Preferred:**

* College degree

**Additional Requirements:** All Rural Health Network employees, volunteers, and service members are expected to support the organization’s mission, vision, and values.

As a community health organization, Rural Health Network follows all CDC guidelines related to COVID-19 and strongly encourages all personnel to remain up to date with vaccinations.

**Benefits:** Benefits package includes:

* 10 paid holidays, 10 paid sick days, and 10 vacation days annually
* Additional floating holidays and personal time after 6 months of employment
* Medical, Dental, and Vision
* Healthcare flex spending account (available annually during open enrollment)
* Retirement contribution after 1 year of employment
* Employee Assistance Program (EAP) Plan

**EEO Statement**: Rural Health Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.