



**The Links Foundation, Incorporated
Washington, DC**

OFFICE MANAGER EXEMPT / AT-WILL

INTRODUCTION

The Links Foundation, Incorporated in Washington, DC, seeks to hire an **Office Manager** to support the Executive Director and building operations of The Links Foundation, Incorporated. This position is responsible for performing a variety of general and administrative tasks including but not limited to receiving visitors and guests in person and via phone at the National Headquarters office; maintaining master calendar building maintenance and vendor services; responding as required to correspondence ranging from request for use of building to fund development; establishing and maintaining official Foundation files; ordering and keeping track of office supplies; serving as the liaison with vendors for building operations, including but not limited to maintenance of Datawatch security cards, monitoring security camera system, elevator maintenance, primary responder to building alarm system, confirming regular waste disposal, scheduling seasonal services; responding to request for information orally and in writing; forwarding calls and requests to appropriate staff; and general office duties and responsibilities. This person may be called upon to assist in other areas at peak work periods and when work deadlines require additional support.

CONTROLS

As an exempt employee, this position operates independently on a day-to-day basis within established guidelines, policies and procedures. Supervision is given as required on a broad tasks basis; however, the incumbent is expected to handle daily activities with a minimal need of director or supervision.

DUTIES AND RESPONSIBILITIES

The person in this position shall perform a variety of tasks including but not limited to:

- Drafts routine correspondence.
- Provide professional telephone coverage and create detailed messages.
- Handle routine requests for materials and supplies.
- General administrative duties including keeping records and files, typing, tracking deliveries.
- Maintain schedule of grants and MOUs
- Maintain a directory and related files and databases of current partners/partnerships.
- Support development of grant proposals and partnership information
- Maintain a list of the vendors for building operations and scheduled building maintenance
- Perform other related duties as always assigned in a professional manner.

QUALIFICATIONS

High School diploma and professional development training.
Minimum of 5-7 years of experience as an Executive Assistant
Excellent organizational skills
Strong attention to detail
Excellent communication skills, both verbal and written
Robust familiarity with Microsoft Office products
Professional and courteous telephone persona
Capability to multi-task

To apply: Please submit a resume and cover letter to HRLinks@linksinc.org.