

## **WARTBURG COLLEGE**

### **Position Description**

#### **Title of Position: Office Manager, Operations & Maintenance**

Preparation Date: 04/2016

#### Function of Position:

Reporting to the Director-Plant Operations, responsible for managing office functions, purchasing, inventory management, rental properties, fleet vehicles and assisting with office related work projects for the Operations and Maintenance (O&M) department. Also receives work direction from the Director-General Maintenance and Cleaning.

#### Principal Duties and Responsibilities :

1. Greet staff, faculty, students, and administrators and outside vendors and contractors by phone and in person, providing information or referring to the appropriate person.
2. Implement an inventory system for supplies and parts, working collaboratively with the Directors. Monitor inventory and stock common items as needed.
3. Serve as a manager/administrator of the O&M work order system.
4. Evaluate purchasing options and execute agreements and purchases for O&M
5. Organize, schedule and facilitate filling requests for transportation, including pickup and return procedure and maintaining the reservation/billing records. Make online reservations with vendor to supplement the college fleet.
6. Manage the renting process for College owned rental properties
7. Facilitate hiring process for student employees
8. Supervise student employees if applicable.
9. Distribute mail and process payment requests from vendors
10. Maintain departmental Global Harmonizes System (GHS) data and files
11. Provide office support for both Directors
12. Perform other related duties as assigned.

#### Supervision:

Self-directed position that requires initiative and leadership, working in collaboration with the leaders of the department. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

#### Minimum Qualifications:

Bachelor's degree or equivalent training.

Five years of related experience

Demonstrated proficiency with the Microsoft Office Suite (Outlook, Word, and Excel).

Demonstrated ability to learn additional computer systems.

Strong commitment to customer service

Demonstrated effective oral and written communication skills

Ability to deal with confidential information

Supervisory experience preferred

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.