WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position: Operations & Maintenance Office Manager
Preparation Date: July 2023

Function of Position:
This full-time position is responsible to the Director-Maintenance and Cleaning, 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. The Office Manager also receives work direction from the Director-Projects.

Principal Duties and Responsibilities:
1. Greet staff, faculty, students, 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. Monitors inventory and stock common items as needed.
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:
Employee is expected to demonstrate initiative and leadership, working in collaboration with the leaders of the department, planning and prioritizing their own work and resolving unusual cases in consultation with their supervisor.

Minimum Qualifications:
- Requires AA degree and three years related experience or high school diploma with five years of related experience.
- Demonstrated proficiency with 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. See 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.