



## METRO OFFICE MANAGER – JOB DESCRIPTION

### Office Manager (Full Time)

#### Reports To

The Office Manager reports to Executive Pastor of Discipleship.

#### Job Overview

The Office Manager will organize and coordinate office administration and procedures to ensure organizational effectiveness and efficiency. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office volunteer supervision and task delegation.

#### Responsibilities and Duties

- Organize office operations and procedures.
- Help oversee churches assimilation process including First Time Guest.
- Actively pursue Next Step conversation with people getting connected to the church (workflows).
- Prepare weekend service materials and cleanup.
- Development, maintain and implement procedures for the church database which includes People, Groups, Registrations, Calendar and Services.
- Oversee Church Metrics data input (attendance software).
- Point person for office equipment, mailing, shipping and office supplies.
- Manage contract and price negotiations with office vendors and service providers.
- Development and implementation of office task/procedures to guide office support volunteer team and New Here (Metro in 5) area.
- Maintain the office manual to aid in the implementation of office tasks and procedures.
- Recruit and care for volunteers for office support team.
- Office support for staff.
- Clean, maintain, and organized the entire office area.
- Prepare special reports as needed for staff.
- Monitor and maintain office supplies inventory.
- Open and close the office while providing general support to visitors.

#### Qualifications

- Education level – Associates Degree or higher.
- Proven knowledge of office management responsibilities, administrative or assistant experience.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Proficient in MS Office.
- Computer skills and the ability to learn new software as needed.
- Ability to make decisions, delegate tasks to volunteers, coach and train volunteers on new tasks.
- Self-driven and motivate. Able to discern and improve the overall office experience and provide help for the staff without being told.
- Open to and receives feedback well.
- Displays high level of godly character and integrity.