



## Office Manager

Leadership Knoxville is accepting applications for the position of Office Manager. Since 1984, Leadership Knoxville, Inc., a non-profit corporation, has served the greater Knoxville area with multiple programs targeted toward the development of servant leaders throughout our community from youth to seniors.

The Office Manager is a full-time, exempt position and has general office management responsibilities providing program and administrative support to the President/CEO, other staff, board of directors and committees as needed. Initiative, self-motivation, good judgment and good interpersonal skills are required. Must be a team player, reliable and enthusiastic. Starting Salary is minimum of \$45,000 based on experience. Benefits include: Dental, Health, Vision, HSA, SEP, PTO.

### RESPONSIBILITIES:

- Management and upkeep of organization CRM database.
- Financial accounting duties including account payables, billing/monthly accounting, and audit preparation.
- Word processing duties, including preparation of letters, agendas, forms and other materials.
- Receptionist duties in office and host duties at all programs and events.
- Assistance with logistical requirements of all programs, including room reservation and set up, ordering of supplies and meals, and transportation of materials.
- General office duties, including maintenance of office supplies, stationery, program supplies, sorting of mail, logging of checks, etc.
- Attendance at all program sessions, board meetings and some committee meetings as needed.

### QUALIFICATIONS:

- Bachelor's degree preferred but not required. Two years of relevant experience with references.
- Knowledge of modern office practices, procedures and equipment, including advanced proficiency with QuickBooks Online, Microsoft Word, Excel, and Power Point.
- Good communication skills, both written and oral. Knowledge and proficiency in business English, spelling and general office administration.
- Excellent organizational skills, ability to prioritize work to meet deadlines, ability to work at a fast pace and to handle multiple tasks at one time.
- Flexibility to work early mornings, evenings and some weekends.
- Ability to lift, carry and transport materials and other supplies of approximately 50 lbs. at a time.
- General knowledge of the community.
- Embracing a Servant Leadership mindset with a "Yes, We Can" attitude.

*No phone calls please. All interested candidates may forward a resume and cover letter to [careers@leadknox.com](mailto:careers@leadknox.com). Leadership Knoxville is an equal opportunity employer.*