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OFFICE MANAGERS

Job Description

Supportive Services for Veterans Families

PURPOSE OF THE POSITION

The office Manager is responsible for organizing and coordinating office operations and Procedures in order to ensure organizational effectiveness and efficiency.

SCOPE

The Office Manager reports to the Program Director and is responsible for providing office management services to the Supportive Service for Veteran Families Program. This includes maintaining office services and efficiency and maintaining office records.

RESPONSIBILITIES

1. Maintain office services

Main Activities:

- Organize office operations and procedures
- Supervise of staff
- Monitor and record long distance phone calls
- Prepare time sheets
- Control Correspondences
- Review and approve supply requisitions
- Liaise with other agencies, organizations and groups
- Maintain office equipment

2. Maintain office records

Main Activities:

- Design filing systems
- Ensure filing systems are maintained and up to date
- Define procedure for record retention
- Ensure protection and security of files and records
- Ensure effective transfer of files and records

- Transfer and dispose records according to retention schedules and policies
- Ensure personnel files are up to date and secure

3. Maintain office efficiency

Main Activities:

- Plan and implement office systems, layout and equipment procurement
- Maintain and replenish inventory
- Check stock to determine inventory levels