

**Position:** Office Manager  
**Reports to:** President  
**Location:** Chicago HQ  
**Status:** 30 Hours Per Week, Potential Growth to 40 Hours



### **Overview**

Office Manager will be responsible for providing the highest level of organizational and administrative support to TREX and its association clients.

The Office Manager will manage the day-to-day operations of the Headquarters office, working closely with the President. As an Office Manager you will organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency, and safety. You will be responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation.

You will be expected to maintain an energetic professional attitude and be open to wearing multiple hats. You will be asked to handle a wide range of administrative and executive support related tasks and will be asked often to work independently with little or no supervision. You will need to be organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

### **Work Hours**

Hourly position for 30 hours a week during regular working hours of 9:00-5:00pm CT.

### **Responsibilities**

#### **Office Administration**

The Office Manager is responsible for ensuring that the office functions at optimal capacity for both TREX and the clients we serve. This role will collaborate across clients, teams, and staff to understand the unique needs of TREX and our clients. The Office Manager can expect to:

- Partner with President to maintain office and Client/Society policies as necessary
- Coordinate with I/T on all office equipment
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval, and staff transfer of files to offsite storage
- Perform clerical, administrative, and secretarial responsibilities
- Ensure top performance of team by providing them adequate support
- Participate actively in the planning and execution of company and client events
- Coordinate office staff activities to ensure maximum efficiency
- Make important policy, planning, and strategy decisions
- Develop, implement, and review operational policies and procedures
- Assist HR with recruiting when necessary
- Help promote a company culture that encourages top performance and high morale
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations
- Work with the President to determine values and mission, and plan for short and long-term goals
- Identify and address problems and opportunities for the company
- Support worker communication with the management team

#### **Human Resources**

The Office Manager will work with contract HR person on various human resources related tasks which may include being responsible for:

- Developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Assist HR with recruiting when necessary for the office and providing orientation and training to new employees
- Developing standards and promoting activities that enhance operational procedures
- Supporting in the drafting of training procedures

#### **Executive and Client Support**

The Office Manager plays a key role in supporting executives to better serve our clients by being:

- Knowledgeable of each client's mission, vision, goals, and timelines
- Responsible for creating PowerPoint slides and making presentations
- Manage executives' schedules, calendars, and appointments

- Perform review and analysis of special projects and keep President properly informed
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals, and reviewing of industry publications

### **Qualifications / Skills**

The ideal candidate will have:

- At least 1-2 years overall experience in the areas of office administration
- Work experience within a nonprofit association or other nonprofit organization preferred
- Excel, PowerPoint, and MS Word are a must
- Strong attention to detail and organizational skills
- Ability to communicate effectively through written and verbal communication
- Ability to support multiple projects, set priorities, schedule staff assignments and manage multiple deadlines
- Ability to collaborate across internal and external teams
- Ability to adapt to changing priorities
- Ability to anticipate, develop, write, and implement operational policies and practices
- Excellent organizational skills
- Exhibits a high level of drive and discipline
- Ability to assume responsibility without direct supervision
- Data entry skills

### **Work Conditions**

- Less than 5% travel between offices (Chicago and Denver)
- Physical demands
  - Sitting for extended periods of time and may involve walking or standing for brief periods of time
  - Ability to exert up to 30 lbs. of force occasionally and/or a negligible amount of force to carry, push, pull, or otherwise move objects
  - Use of hands and fingers to operate a computer keyboard, mouse, and handling of other office equipment
  - Specific vision abilities required by this job include close vision requirements due to computer work

### **About TREX**

Technical Registration Experts, Inc. (TREX) is a full-service association management company (AMC) located in Chicago, IL, with a satellite office in Denver, providing professional management services to various member organizations. TREX's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

### **Our Core Values**

Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

### **Our Position Statement on Diversity**

Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment. Visit our website at [www.trexperts.com](http://www.trexperts.com) for more information.

### **To Apply**

Please email your resume and cover letter to Kimberly Miller at [kmiller@trexperts.com](mailto:kmiller@trexperts.com). No phone calls please.