Office Manager

POSITION SUMMARY
The National Indian Health Board seeks an experienced Office Manager to oversee the general administrative function and day-to-day activities of the office. Newly-created due to the organization’s growth, this position is a key partner in ensuring organizational efficiency. The incumbent will come with first-rate organizational skills and a can-do attitude. The Office Manager must be an excellent leader who can work with a variety of people and is comfortable making recommendations on the most efficient ways to run the office. Reporting to the Chief Operating Officer, this position is based in our office in Washington, DC.

POSITION RESPONSIBILITIES
• Provide management and oversight of the day-to-day front office activities
• Implement established policies and procedures, assist in the development and communication of new policies and procedures
• Maintain office files, implement an efficient organization-wide system for files and records, and draft formal process for document retention and archiving
• Work with IT contractors to maintain stock of computing equipment, ordering new equipment as needed
• Manage office phones and phone services, including cell phones and cell phone plan
• Ensure the office is properly maintained and any issues are resolved in a timely manner
• Establish and maintain relationships with outside vendors who provide building services
• Works with the events team for in-house events, celebrations, and recognitions
• Provide direct administrative support as needed, including scheduling meetings, booking travel, maintaining filing system, mailing and shipping packages, and updating contact database
• Manage all aspects of the office’s space/infrastructure maintenance and planning
• Supervise Administrative staff
• Other duties as assigned
REQUIREMENTS

• 4+ years of office management experience
• Associate degree in office administration or related field; Bachelor’s preferred
• Advanced proficiency in Microsoft Office, with aptitude to learn new software and systems
• Exceptional organizational skills and attention to detail
• Experience developing internal systems
• Ability to work with diverse populations, including various boards, public officials, and tribal leaders
• Skilled in employing tact, diplomacy, and neutrality when dealing with confidential matters
• Excellent written and oral communication skills
• Time management skills with a proven ability to meet deadlines

HOW TO APPLY

Qualified candidates are invited to send your cover letter and resume to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:
• Medical, dental, and vision coverage with premiums fully paid by NIHB
• 401(k) plan with 10% company match
• Annual leave and sick leave
• Federal holidays