

Job Title:	Office Manager	Job Category:	Administrative
Department/Group:	General & Administrative	Position Type:	Full-Time
Location:	Physical Office – Hyde Park, MA	Travel Required:	No
Hours:	40 hrs/wk Flexible 7a - 7p	Compensation:	Commensurate with experience
HR Contact:	Jessica Sweeney	Date posted:	7/19/2021
Will Train Applicant(s):	Some on the job training	Posting Expires:	8/30/2021

Company Description: Small tech company (<20 employees) focused on critical fluid research, development, design and engineering, and system fabrication. CF Tech has a research laboratory and pilot plant; and machine, welding, fabrication and assembly shop for manufacturing DurOLok pressure vessels and critical fluid process systems.

Job Description:

CF Technologies, Inc. has an opening for an Office Manager. This position supports company operations by maintaining office systems, bookkeeping, purchasing, grant administration and performing all associated administrative duties for the office, laboratory and shop. The Office Manager also handles Human Resource tasks including new employee onboarding.

CF Tech is an equal opportunity employer.

Duties:

- Receptionist (telephone and visitors).
- Bookkeeper (Payroll, Accounts Payable and Accounts Receivable) and outside communications with tax accountant.
- Maintain office services: operations and procedures; correspondence; physical and online filing systems; review, approve and make purchase requisitions; assigning and monitoring clerical functions.
- Scheduling, streamlining and quarterbacking employee meetings and outings.
- Insurance contact for commercial insurance policies including liability and workers compensation.
- Human Resource activities, including benefits offered, broker communications and new employee onboarding.
- Writing, reviewing and distribution of employee documents, marketing brochures and legal documents.
- Defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Plan and implement office systems, layouts, organization & filing and equipment procurement to maintain office efficiency.
- Design and implement office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Complete operational requirements by scheduling and assigning employees; following up on work results.
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Manage office staff by recruiting, selecting, orienting, and training employees (future).
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contribute to team effort working with project management on budgets and finances, preparing requests for quotations.
- Assist company President with executive administrative duties and tasks as requested.

Skills/Qualifications:

- Required: Strong oral and written communication skills; Quickbooks 2021 Desktop and Payroll; Microsoft Office suite including Word, Excel, PowerPoint, Microsoft 365, Sharepoint and OneDrive.
- Required: Organization and provide to mgmt. updated Budgets, Staffing Reports.
- Required: Bookkeeping experience (A/P, A/R, Payroll).
- Preferred: Management experience; Experience developing handbooks and standards, Promoting Process Improvement across the company; Inventory Control; Financial Reporting Skills; Executive Administration or Account Management.
- Preferred: Expense Reporting for government contracts and grants.
- Preferred: Bachelors of Business Administration Degree.
- Preferred: 5 + years' experience in small business setting with priority on manufacturing and/or research company.
- Preferred: Project Management, Quality Control and/or Grant Administration experience.