

Position Description

Position Title	<i>Office Manager, VantEdge One Group</i>
Reports To	<i>Managing Partner, VantEdge One Group</i>
Location	<i>Chicago, IL</i>

Job Purpose

VantEdge One Group is seeking an experienced consulting services Office Manager to support management and operations functions of the firm. The Office Manager must be a highly-motivated professional with great communication skills and understanding of office management, financial management, and client services guidelines. This role is responsible for day-to-day office administration, billing, human resources, and technology management as well as organizing key information structures. The Office Manager plays an integral support role within the operations team to highlight areas of organizational improvement and implement best practice policies, procedures, and operational processes.

The Office Manager will perform a wide range of administrative and executive support-related tasks and works independently with little or no supervision. This team member must be exceedingly well-organized, flexible and enjoy the administrative challenges of supporting an office of diverse people, processes, and technologies. The successful Office Manager is results-oriented, has strong decision-making skills, is a creative problem solver, is self-motivated and able to lead in a team environment working effectively at all levels of the organization.

Duties and Responsibilities

Financial Management:

- Keeps management informed by reviewing and analyzing annual budget line items; scheduling expenditures; analyzing variances; identifying trends; and summarizing information;
- Manages and negotiates the purchase of supplies, furniture, equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions;
- Manage relationships with vendors and service providers ensuring that all items are invoiced and paid on time

Back Office Support:

- Maintains office services by organizing operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions;
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments;
- Perform Contract Administration: including printing, signing, scanning & tracking;
- Manage documentation requests for project starts; determine requirements, make request, log & send to customer;
- Support Executive team with insurance and business license(s) renewals, banking & tax documentation requests; and miscellaneous tasks regarding VantEdge One Group's business operations

Human Resources

- Manage new employee recruitment and onboarding processes;
- Maintain and ensure personnel records are up-to-date and secure (vacation/sick days, suspension notification, etc.);
- Research and answer any employee payroll and benefits questions;
- Manage Employee Training Process: keep track of meetings, topics, attendees, and reporting;
- Completes operational requirements by scheduling and assigning employees; following up on work results

Office Administration:

- Organize and schedule meetings and appointments;
- Provide general support to visitors;
- Answer phones and call routing as needed;
- Maintain company files & documents;
- Maintain office equipment, including purchases, maintenance, & IT support coordination;
- Process miscellaneous operations tasks as needed

Technology Administration:

- Support the onboarding and training of employees with technology and software solutions;
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Office Manager for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications**Basic Requirements:**

- Current permanent U.S. work authorization required;
- Knowledge of basic accounting principles, including AR, AP, & General Ledger;
- Software experience with Financial Accounting solutions and Excel;
- Basic Office Management experience, including filing, inventory management, answering phones, & miscellaneous office tasks;
- Knowledge of office administration, including software experience with MS Excel, Word, and PowerPoint;
- Excellent communication skills and phone customer service experience with high level professionals;
- Ability to multi-task and work independently in a fast-paced environment;
- Work extended hours as necessary

Education:

- Bachelor's degree or equivalent.

Experience:

- Recent healthcare consulting experience in a team-based professional services firm environment is a plus;
- At least two years of previous experience in office management; Professional and consulting services office management experience preferred;

- Experience in supporting a fast-paced, technology-oriented environment

Skills:

- Proven office management, administrative or assistant experience;
- Knowledge of office management systems and procedures;
- Excellent time management skills and ability to multi-task and prioritize work;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills;
- Strong organizational and planning skills;
- Proficiency in MS Office;
- Proficiency in iOS platforms and systems

Attributes:

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Participates as needed in special department projects;
- Contributes to team effort by accomplishing related results as needed

Working Conditions

- Operates in a professional office environment; routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Work as a member of a team as well as be a self-motivator with ability to work independently
- Constantly operates a computer and other office equipment to coordinate work

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Additional requirements include:

- Standing
- Walking
- Climb-Stairs
- Sitting
- Finger/Hand Dexterity
- Talking
- Hearing
- Seeing