



OFFICE MANAGER

DESCRIPTION

SODA is looking for an enthusiastic and highly organized office manager to join our team. The Office Manager supports the daily administrative operations of SODA to ensure a productive, organized, and efficient workplace.

DUTIES AND RESPONSIBILITIES

- Provide administrative support for all programs and services including scheduling, supply management, and vendor relations.
- Provide administrative assistance to leadership and staff, ensuring everyone has what they need to excel.
- Identify inefficiencies and implement solutions to streamline office workflows and procedures.
- Act as a central point for internal communications, ensuring team alignment and effective collaboration.
- Maintain compliance with safety protocols, HR policies, and operational standards.
- Monitor and report on office expenses, supply inventory, and administrative budgets.
- Phone and reception duties for office
- Receives/processes incoming and outgoing mail and deliveries.
- Schedule periodic and as-needed building and grounds maintenance
- Maintain inventories for all programs
- Assists with special projects, and other general office tasks as needed or assigned.

QUALIFICATIONS AND PREFERENCES

- Experience as an office manager or in a comparable administrative role, with a track record of success in maintaining efficient operations.
- Ability to manage multiple responsibilities and prioritize tasks effectively for a multi-faceted organization.
- Excellent verbal and written communication skills for fostering collaboration, resolving conflicts, and building organization efficiency and team morale.
- Quick thinker with a knack for identifying issues and implementing creative, practical solutions.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)
- Ability to self-start, work independently and meet multiple deadlines
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- High school diploma required, college degree and relevant experience is a plus

SALARY RANGE

\$30,000 - \$35,000 based on education and experience; employer-paid health insurance and retirement benefits; 12 days annual leave and 14 holidays per year.

To apply, please mail a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resource Director, P.O. Box 709, Durant, OK 74702-0709 or email to bmccarty@soda-ok.org.

SODA IS AN EQUAL OPPORTUNITY EMPLOYER