



Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220

Vacancy Announcement
Office Manager
Division of Business Affairs

General Description and Responsibilities:

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Supervises and coordinates overall administrative activities for the Office Administration Department.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for the facilities day-to-day operations (such as distributing building access keys and back-up to security access cards, etc.)
- Participates as needed in special department projects.
- Organize meetings, office events or conferences, and manage databases.
- Booking transport and accommodation.
- Prepare letters, presentations and reports.
- Manage office budgets.
- Implement and maintain procedures/office administrative systems.
- Use a range of software packages.
- Attending meetings with senior management.

Qualifications:

- Bachelor's degree or equivalent.
- At least two years of previous experience in office management.
- Reliability and discretion: you will often learn of confidential matters
- Adaptability
- Communication, negotiation and relationship-building skills

- Organizational skills
- IT skills
- Problem solving skills
- Initiative
- Leadership and the ability to 'make things happen'
- Budgeting skills
- Attention to detail

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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