

[Buckeye](#) Office Manager | Job Description

Company Description:

Founded in 2011 by Fred Jordan, **Buckeye Advisors** eases transitions for seniors. Specialties include downsizing, transitions to retirement communities, preparing homes for the market, and connecting to resources to enable independent living at home. The company has a solid reputation for giving clients both a comfort level and the confidence to make transitions manageable. Buckeye Advisors makes moving seamless with professional and personal assistance with:

- Turnkey services from downsizing and packing to unpacking and complete set-up
- Comprehensive preparations for sale of residence
- A la carte offerings to minimize stressful aspects of moving
- Management of or connections to resources to equip residences for aging-in-place

Additionally, **Buckeye Moving & Storage** handles moves of all types and sizes, mostly within the Winston-Salem/Triad area, but also including occasional long-distance moves, and storage in the company's local warehouse as needed.

Responsibilities:

- Work with president on scheduling daily, weekly and longer-term jobs, including staffing for each job
- Produce and manage staff time logs; enter time as reported by staff
- Coordinate payroll for weekly payments
- Organize incoming billable hours for each client to track, enter and report billing
- Generate and submit invoice
- Receive payables
- Track deposits
- Provide data for bookkeeper and accountant
- Receive calls from current and potential clients
- Produce client contracts
- Produce proposals occasionally, if needed
- Schedule client meetings with president
- Communicate and coordinate with subcontractors
- Place orders for moving supplies etc. as needed
- Manage social media accounts and create content for posts
- Coordinate marketing and communications materials and order for letterhead, business cards, and other supplies
- Potential role to further business development, including outreach to potential clients and referral sources
- Any additional duties necessary for ongoing efficient operations

SUMMARY OF POSITION: The Office Manager is a part-time position, with potential to become full-time, responsible for managing day-to-day administrative operations, including basic invoicing, scheduling tracking, communications with clients, staff and contractors, and some marketing and business development. The position is supervised by the president. The Office Manager has no supervisory responsibilities at this time, but the position has growth potential depending on skill set and development in the role.

Requirements:

1. High school graduate preferred.
2. Ability to communicate effectively and enthusiastically with a diverse constituency. Ability to write and speak politely.
3. Strong organization skills. Ability to multi-task and track a variety of project while operating in a fast-paced, team-oriented work environment.
4. Ability to work closely with a variety of staff and sub-contractors in multiple settings.
5. Ability to work independently with minimal supervision.
6. Demonstrated experience in office management, Microsoft Office products.
7. Understanding of basic accounting and QuickBooks helpful.
8. Drivers license and use of own car.

Application Process:

Please send resume and cover letter expressing interest to: fred@buckeyeadvisors.net.

References of finalist candidates will be checked.

\$12-20/hour; commensurate with experience. No benefits provided at this time.

Part-time, estimated 20 hours/week. Flexible work schedule.

Position posted mid-June 2021, and open until filled.