

**The Office Manager is a dual-role involving human resources and office management responsibilities**

**Responsibilities**

- The Human Resources-Office Manager is a dual-role involving full spectrum human resources and office management responsibilities
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services

**Requirements and skills**

- Proven experience as an Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- 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 in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Bilingual: Chinese and English speakers are a plus
- **Office Manager/ Inside Purchase**
  - Relocation package
  - Medical/Dental/ Vision and 401 benefits
  - Job Type: Full-time
  - Salary: \$20.00 - \$25.00 per hour
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- Work Location: Evanville, IN 47712