

## LEADERS OF TOMORROW YOUTH CENTER



**Position Title:** Office Leader

**Position Summary:** The Office Leader will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoys the administrative challenges of supporting an office of diverse people.

**Reports to:** Executive Administrator

**Position Responsibilities:**

- Organize and schedule meetings and appointments
- Organize office operations and procedures
- Provide general support to visitors
- Responsible for creating PowerPoint slides and making presentations
- Manage executives' schedules, calendars and appointments
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Participate actively in the planning and execution of company events
- Responsible for developing standards and promoting activities that enhance operational procedures
- Coordinate office staff activities to ensure maximum efficiency
- Organize orientation and training of new staff members
- Design and implement filing systems
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Design and implement office policies and procedures
- Oversee adherence to office policies and procedures
- Coordinate schedules, appointments and bookings
- Monitor and maintain office supplies inventory

- Review office supply acquisitions
- Handle customer inquiries and concerns
- Maintain a safe and secure working environment
- Other duties as assigned

**Essential Skills and Experience:**

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multitask and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office and Google Suite
- Knowledge of administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages
- BA/BS degree or higher in business administration; OR on track to a degree in business administration or related field
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Attention to detail and ability to meet deadlines
- Regular and consistent attendance

**Other Job Requirements:**

- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage
- Ability to relate positively to adults
- Ability to self manage workflow