



Office Services Manager

Reports to Assistant Director of Academic Affairs

General description

The Office Services Manager is responsible for the College mailroom, copy center, audio-visual services, telephone services, and purchasing of office supplies. This is a hands-on position.

Job duties

- Supervises and coordinates overall administrative activities for office services including one fulltime employee and student workers.
- Receive, sort and distribute mail to the college community. This includes US Mail, FedEx, UPS, interoffice mail and faxes.
- Prepare outgoing mail, run postage meter and assist employees with Fed Ex, UPS and other postal needs.
- Ensure all audio/visual equipment is working in classrooms and labs.
- Manage audio/visual requests including delivery, setup and pickup of equipment.
- Supervises the maintenance of office equipment, including copiers to ensure equipment is in proper working order.
- Process copy, scanning, and mailing requests from faculty and staff. This includes bulk copies and color copying.
- Keep faculty workrooms stocked with supplies and paper on the 2nd & 4th floors of the Administration Building and 3rd Floor of Regina.
- Coordinate phone service for the college and work with vendor on moves, adds and changes.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Working knowledge of computer applications and systems, copiers and production machines, and audio-visual equipment. Knowledge of theatrical lighting, and sound systems a plus.
- Interpersonal, oral, and written skills relating to communications and supervision.
- Conflict resolution techniques and customer service skills.
- Ability to manage multiple schedules, duties, and a high degree of accuracy over extended periods of time in a high traffic environment.
- Strong organizational skills and attention to detail.
- Personnel management skills and an ability to work independently.
- Ability to effectively work with all College constituents including students, faculty, staff.
- Experience in working with diverse student populations.
- Problem-solving skills.

QUALIFICATIONS:

Training and/or 1-2 years of experiences in information systems, copier/duplication/print production equipment, theatrical systems, and basic maintenance preferred.

Associates Degree preferred.

PHYSICAL ENVIRONMENT:

Regular computer keyboard use. Medium lifting (50 lbs.), moving audio-visual equipment, set up and take down of equipment including screens. Most duties are conducted within a professional office setting with the need to access campus buildings with stairs.

Enjoy a 35 hour work week, 14-17 paid holidays, generous vacation policy, tuition benefits, and comprehensive medical benefits. This is an exempt position. Free parking and a pleasant work environment make this an excellent opportunity!

Please submit a cover letter, resume and salary requirements to: careers@ndc.edu to be considered for this position.