



TITLE: Office Administrator

REPORTS TO: Vice President of Human Resources and Administration

DEPARTMENT: Administration

STATUS: Full-time, exempt

DATE: December 2021

SUMMARY DESCRIPTION

Reporting to the VP of Human Resources and Administration, the Office Administrator is primarily responsible for ensuring high levels of organizational effectiveness, communication, and client service, to both internal and external clients, in order to create and maintain an efficient and smooth-running office environment. The Office Manager will oversee the guest experience and provide a personal, friendly experience for anyone coming into the office. In addition, they will ensure peak organizational operations and provide preventative measures in identifying issues and suggesting improvements.

DUTIES AND RESPONSIBILITIES

- Oversee the day-to-day activities of the office by serving as the main point of contact in the reception area
- Sustain office efficiency by maintaining appearance of common areas, organizing procedures, handling correspondence, managing filing systems, and overseeing supplies and equipment
- Provide direct administrative support as needed, including receiving, processing, and distributing mail, completing the daily check log, and managing the conference rooms for scheduling, meeting set-up and clean up
- Assist with onboarding and other HR and Finance administrative functions as needed
- Oversee office equipment for uninterrupted function, identify and fulfill office supply needs, manage vendor relationships, and coordinate supply deliveries as needed
- Manage all aspects of the office's space and infrastructure planning such as moves, additions, and changes to work stations
- Provide assistance with event coordination
- Serve as back-up support for the Box Office team members and the Executive Administrator

POSITION REQUIREMENTS

- Bachelor's degree or equivalent preferred
- Minimum two years of administrative experience
- Strong time-management and people skills, flexibility, and multitasking ability
- Proficiency with Microsoft Office
- High degree of discretion to deal with confidential information
- Demonstrated ability to work independently and multi-task while exhibiting flexibility and willingness to assist wherever needed
- **Proof of being fully vaccinated for COVID-19 required**

APPLYING

Qualified candidates should send a resume and cover letter to employment@charlottesymphony.org

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