

JOB DESCRIPTION

JOB TITLE	DEPARTMENT
NY Office Manager	Operations

REPORTING TO	# OF DIRECT STAFF
Chief Administrative Officer	3

HOURS & DAYS PER WEEK	TRAVEL REQUIREMENTS
9:00 a.m. – 5:00 p.m. Monday to Friday in office	Occasional

SALARY RANGE (ESTIMATED)	BENEFITS
\$150,000 to \$175,000	Competitive benefits package

POSITION OBJECTIVE

The New York Office Manager is responsible for overseeing the day-to-day operations of the Stavros Niarchos Foundation (SNF) office, supporting a team of 16 members. This role encompasses a broad range of responsibilities, including executive support, office management, communication and collaboration, project management, human resources support, financial and budgeting oversight, and facility management.

KEY RESPONSIBILITIES

Executive Support:

Manage complex calendars, scheduling meetings, appointments, and coordinating with internal and external stakeholders.

- Prepare meeting agendas, gather relevant materials, and take detailed meeting minutes.
- Anticipate needs and proactively address administrative issues before they arise.
- Coordinate travel arrangements including flights, accommodations, and ground transportation.
- Assists in processing expense reports and other administrative tasks as needed.

Office Management:

- Oversee office operations, including supervising the maintenance of office supplies, managing vendor relationships, and coordinating facilities maintenance.
- Manage office space allocation and ensure a professional and organized work environment.
- Coordinate internal and external events, including logistics, catering, and guest management.
- Supervise management of incoming mail, packages, and phone calls, directing inquiries to appropriate staff.

Communication and Collaboration:

- Act as a primary point of contact for internal and external inquiries, responding to requests efficiently and professionally.
- Communicate important information to staff, including updates on policies, events, holiday calendar reminders and deadlines.

Project Management:

- Assist with special projects as needed, including data compilation, research, and report preparation.
- Manage administrative aspects of specific philanthropic initiatives, ensuring good execution.

Human Resources Support:

- Assist with onboarding new employees, including arranging office setups and introducing them to office protocols.
- Maintain and update employee records and handle related paperwork.
- Assist in payroll, benefits administration, and employee queries.
- Ensure the office complies with health and safety regulations.

Financial & Budgeting Support:

- Manage office-related budgets and assist with preparing financial reports for office expenditures.
- Approve and track expenses related to office supplies, equipment, and office maintenance.

Facility Management:

- Oversee office space management, including managing leases and office relocation.
- Address any facilities-related issues or coordinate with external vendors for repairs and maintenance.

Team Leadership:

- Supervise two Office Assistants and one IT Manager and/or other administrative and support staff, as applicable.

EDUCATION &/OR EXPERIENCE REQUIREMENTS

- Bachelor's or higher degree in business administration, office management, or a related field.
- Proven experience of eight to ten years minimum as an Office Manager or Executive Assistant in a fast-paced environment, preferably within a non-profit or philanthropic organization.

QUALIFICATIONS / SKILLS

- Strong communication skills in both written and verbal formats, with confidence in interacting with senior executives and external stakeholders.
- Proficiency in accounting and financial management practices, ensuring accurate oversight of office budgets and expenditures.
- Vendor and supplier management experience: Ability to negotiate contracts, manage office supplies, and maintain relationships with service providers.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and calendar management tools, ensuring seamless workflow coordination.
- Exceptional attention to detail and a commitment to maintaining high standards of quality and accuracy.

COMPETENCIES / PERSONAL TRAITS

- Demonstrates strong personal integrity and commitment to ethical practices.
- Works effectively both independently and as part of a collaborative team, demonstrating adaptability.
- Excels in prioritizing and executing tasks in high-pressure, fast-paced environments.
- Maintains confidentiality with tact and discretion, ensuring trustworthiness in sensitive matters.
- Flexibility and adaptability: Comfortable with evolving responsibilities and changing organizational priorities.
- Demonstrates approachability and friendliness, fostering positive and collaborative relationships within the workplace.
- Leadership capabilities with a proactive, solutions-oriented approach to challenges.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Applicants must be legally authorized to work in the United States, either as a citizen or permanent resident.