Office Manager
Alliance for Water Efficiency
Chicago, Illinois

The Alliance for Water Efficiency (AWE) seeks a responsible and resourceful individual to serve in the position of Office Manager, which will report directly to the President and CEO. The Office Manager is a full-time (5 day, 40-hours per week), exempt position. The Office Manager will lead all administrative functions for the organization. The individual applying would be intrinsically well-organized and flexible.

General Duties and Responsibilities:
The Office Manager will be responsible for keeping the office running smoothly and overseeing administrative and business operations of the office. The Office Manager will need to be able to manage confidential information, work on special projects, write and communicate in a professional manner. AWE is seeking an individual with a high attention to detail and the ability to manage multiple responsibilities and tasks simultaneously. The Office Manager will be able to function effectively in a variety of roles within a dynamic environment under minimum supervision.

Responsibilities:
- Manage and provide oversight of administrative staff, as assigned, to include all employment decisions such as hiring, compensation structure, performance management, and discipline.
- Coordinate with the Accounting Manager to resolve billing concerns; ensure appropriate billing processes are followed and understood; Manage purchases.
- Attend Board and/or committee meetings, as assigned, and take and finalize meeting minutes.
- Assist in answering and routing phone calls.
- Oversee the processing of incoming and outgoing mail, including faxes.
- Greet visitors, as needed.
- Perform errands that assist in the daily function of the office (e.g. storage unit, post office, bank, Staples, Kinkos).
- Finalize proposals, correspondence and special project reports.
- Oversee office inventory, and maintain office supplies and arrange for equipment maintenance.
- Maintain the general appearance and organization of office common areas.
- Perform other tasks as assigned by the President and CEO.

Key Attributes, Experience, and Education:
- Minimum of four (4) years of administrative support experience in a professional setting. Experience in non-profit management is highly desirable, but not required.
- Detailed oriented and flexible with strong interpersonal and communication skills (written and verbal).
- Ability to work well with all levels of internal staff, as well as outside partners and vendors.
- Proven ability to maintain highly confidential information.
- Proficiency with PC operating system and office support software, including MS Office.
- Understanding of budgetary and financial/accounting practices.
- Ability to work occasional overtime.
- Cheerful presence and people skills.
- Associates degree required. Bachelor’s Degree from an accredited four-year college or university is preferred.

Compensation & Benefits:
- Compensation will be commensurate with experience and qualifications.
- Attractive benefits package offered, including but not limited to: health & dental; 401k retirement; vacation, sick, and holiday pay.

About AWE:
The Alliance for Water Efficiency is a broad-based non-profit organization located in Chicago. Its mission is to promote the efficient and sustainable use of water, by bringing together a diverse range of stakeholders throughout North America to advocate for water use efficiency and conservation. AWE offers generous benefits, and strives for a healthy work-life balance. Located in the heart of Chicago’s downtown, the office is easily accessible via public transportation. AWE is an Equal Opportunity Employer. www.allianceforwaterefficiency.org

How to Apply:
Interested applicants should email a resume and cover letter to Mary Ann Dickinson (maryann@a4we.org). Please put “Office Manager” in the subject line of your email. No phone calls.