



JOB DESCRIPTION

TITLE:	Office Manager/Design Asst. – SF	DATE:	2/2017
REPORTS TO:	Sales Operations Manager	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Office Services	MGT/SPVR:	No

SUMMARY:

The Office Manager/Design Asst. is responsible for day-to-day functions and needs of the office environment, materials library, and other miscellaneous tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other miscellaneous duties may be assigned.

- Receives & routes incoming web and phone inquiries and office visitors. Shares phone duties with No CA Office Managers for full coverage.
- Arranges for security passes and parking for clients and staff as needed.
- Manages internal or client lunches and training meetings (schedule food/refreshments/meeting supplies/tech needs).
- Maintains meeting room calendars for the office.
- Acts as safety committee representative and assumes responsibility for office safety issues.
- Serves as key point of contact for facilities maintenance, repairs and office machines; manages maintenance; maintains contracts and records of service. Researches and analyzes information for changes to facility service providers and/or vendors.
- Reviews telephone and utility bills prior to submission to A/P.
- Distributes paper mail and package distribution for office. Coordinates messenger service as needed to support office staff.
- Maintains cleanliness and aesthetic standards of the office/showroom.
- Order and maintain office supplies for staff; track supply costs for general supplies.
- Assists the design team with collecting and organizing data, preparation of reports / presentation boards, specifications, cost estimates, presentation material and other documentation as needed. This includes, but is not limited to the following:
 - Contacts vendors and obtains product pricing and quotations.
 - Inputs pricing information and data into 20/20 CAP worksheet.
 - Orders project-specific fabric/finish samples.
 - Coordinates testing of COM (customer's own material) with vendors.
 - Updates project-specific fabric and finish approval documents in Power Point and Excel.
- Assists with the maintenance & stock and display of showroom fabric, literature, and design libraries, including cleanup/discard, fill-in of sample stock, and update of personnel with regard to available samples and lines.
- Performs other duties as assigned, including special projects.

SUPERVISORY RESPONSIBILITIES

This position does not require and supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or GED required. Bachelor's degree (B. A.) from four-year college or university; 2+ years related experience and/or training; or equivalent combination of education and experience. Facilities experience preferable, but not required. Practical computer software skills necessary, preferably in the use of word processing and spreadsheet / database software.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations written in English. Ability to write reports, and business correspondence in English. Ability to effectively present information, in English, and respond to questions from groups of managers, clients, other employees of the organization, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form, and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

The employee must provide own transportation, proof of valid state driver's license, and proof of insurance of an operable vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and operate a computer keyboard, mouse, and telephone keypad; talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, with equipment if necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.