



KARLSRULE CONSULTING LLC

OFFICE MANAGER POSITION DESCRIPTION

www.karlsruhe.com

Karlsruhe Consulting LLC is seeking an office manager to join our primary office in Riverside County, CA.

Office Manager Job Responsibilities:

Supports Karlsruhe Consulting LLC operations by maintaining office systems and supervising junior staff members and volunteers.

Office Manager Job Duties:

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; and assigning and monitoring clerical functions.
- Manages the daily schedules and travel itineraries of the Senior Level staff members.
- Answers the telephone and responds to general inquiries and online informational requests in a timely manner.
- Creates digital notifications and products for interoffice events and meetings.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning staff members; and following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information and identifying trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Completes additional duties, as assigned by the Senior Level staff members.



KARLSRULE CONSULTING LLC

OFFICE MANAGER POSITION DESCRIPTION

www.karlsruhe.com

Office Manager Skills and Qualifications:

- Minimum of 2 years of experience working in a fast-paced, office environment.
- Able to easily juggle multiple priorities simultaneously.
- Communicate with a variety of individual at all levels within an organization.
- Conduct online research and compile data for a variety of audiences.
- Professionally interact with multiple executives.
- Knowledge of Microsoft Office and Google Applications.
- Previous supervisory experience.

Education

Bachelor degree in Business Administration preferred (all degrees considered). Six Sigma training a plus.

Location

Riverside County, CA/Virtual

Salary

Starting salary: \$45,000

Benefits

We offer a comprehensive benefits package and a flexible work environment.



KARLSRULE CONSULTING LLC

OFFICE MANAGER POSITION DESCRIPTION

www.karlsruhe.com

Interested in Applying?

Please forward a cover letter, resume and a list of 3 professional references to dgreer@karlsruhe.com.

Deadline

This position will remain open until it is filled.

No agency solicitations please.