



**Michigan Ability Partners is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups.**

Overview: **Administrative Services Manager**

This position will report to the Team Leader designated to supervise the front office.

Duties will include: responsibility for the overall operation of the office, development of efficient processes to streamline office tasks, ensure coverage of reception and phones, order supplies, assist the CEO with other duties as assigned and assist the Development Director with fundraising.

This position requires a candidate with previous experience at working in a busy office, excellent organizational skills, and competence in all areas of Microsoft Office programs. Must have the ability to manage several priority tasks at once. Previous administrative work and experience with people with disabilities is very desirable.

Compensation: **Salary range: \$30,000 to \$34,000**

Employment type: **full-time with benefits**

Job Description:

**Title: Administrative Services Manager**

**General Summary:** This full time position has responsibility for overall front office activities including reception area, mail, arrangements for office meetings, general maintenance of the facility, and administrative support. Position also plays an integral role in marketing and development. 40 hours per week with some flexibility in schedule.

**Essential Duties and Responsibilities:**

- Maintain responsibility for general administration support functions to the CEO and Leadership Team as needed.
- Provide exemplary customer service.
- Answer calls and greet clients.
- Set up, coordinate and supervise all volunteer activities.
- Supervise the maintenance of office areas and equipment, as well as housekeeping of office facilities.



- Negotiate the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supervise the maintenance of office equipment, including copier, phones, etc.
- Organize and maintain electronic and hardcopy files, including development of contact management system, and marketing.
- Manage the facilities day-to-day operations; such as distributing building access keys, outlook shared calendars, and phone and email systems.
- Participate as needed in research and special projects such as grants and fundraising events.
- Handle confidential and non-routine information.
- Works independently and within a team on special, nonrecurring, and ongoing projects. Act as a project manager for special projects, which may include planning and coordinating multiple presentations, disseminating information, and organizing company-wide events.
- Create and produce general correspondences, memos, charts, graphs, brochures, etc. as support to program operations.
- Prepare agenda and record and prepare minutes for monthly All-Staff meetings
- Assist in facilitating IT tasks for new and existing staff including: new email, voice mail, computer set up etc., as needed.
- Customer Service and Customer Assistance including distributing Representative Payee.
- Assist Development Director in creating/maintaining Network for Good Contact and all social media information and contacts.
- Assist with Website management, if needed.
- Other duties as assigned.

**Skills and Attributes:**

Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

- Excellent customer service skills
- Good planning and organizational skills
- Strong interpersonal and communication skills
- Professional appearance and manner



- Positive and friendly attitude and ability to get along with others
- Must demonstrate poise, tact and diplomacy
- Must be able to work in a fast-paced environment
- Must be able to manage competing tasks and demands.
- Must have knowledge of a variety of computer software applications including word processing, spreadsheets, database software (MS Word, Excel, Quickbooks)
- Social Media Skills

**Qualifications:**

- Associates degree or equivalent experience.
- At least four years of previous experience in an office environment.

**Physical Demands:**

- Intermittent physical activity including bending, reaching and prolonged periods of sitting and ability to lift approximately 15-20 lbs.

**To apply**, email your resume and a cover letter detailing your relevant experience for the position to Monica Mann, Human Resources Coordinator, at [mmann@mapagency.org](mailto:mmann@mapagency.org). No phone calls, please.