

OFFICE MANAGER

Transform Consulting Group is seeking a team-oriented professional to support and manage a growing consulting firm. The Project Consultant will organize and coordinate office administration and procedure. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, and client project management. The industries we work in include education, human services and health. This position is located at the Wabash, Indiana office.

Essential Functions

- Provide project management support for onboarding of new client projects and wrapping up client projects
- Manage processing of accounts payable and receivable
- Responsible for the day-to-day operation of the office
- Manage vendor accounts, including phone, technology, and other vendors
- Supervise and support the maintenance of office equipment for staff
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Organize orientation and training of new staff members
- Manage client contact lists
- Other duties as assigned

Education and Experience

- High school diploma
- Proven office management, administrative, or assistant experience

Skills and Ability

- Understands, amplifies and expands the fair treatment, access, opportunity, and advancement for all people
- Attention to detail and problem solving skills
- Takes the initiative to not only identify a problem but work to solve it
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications, Google apps and other basic data systems including internet navigation
- Able to multitask, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized
- Must be excited about the causes, clients and industries we serve

Salary/Benefits

Salary is to commensurate with experience. Employee medical, dental, vision and life coverages are provided at no cost. A 401k plan with a match is also provided.

To Apply

Interested applicants should submit a cover letter and resume to a.lopez@transformconsultinggroup.com. Questions or inquiries may be submitted to this email address as well.