

Artlink - Office Manager
Part-time

Responsibilities Include:

- Scheduling meetings, events and appointments
- Organizing and maintaining office supplies
- Mailing
- Assisting with Payroll
- Ensure that artists and vendors are paid
- Maintain our membership database
- Assisting with Grant Reporting

Description:

Artlink is looking for an Office manager with experience in general office management as well as coordinating administrative duties and general office procedures. As Office Manager, your role will be to assist in creating a pleasant and work environment by ensuring high levels of organizational effectiveness and communication. Office manager responsibilities include scheduling meetings and appointments, ordering office supplies, greeting visitors and providing general administrative support to our Executive Director. Previous experience in a gallery setting or other non-for-profit would be ideal. Ideal candidates should have experience with a variety of software such as google docs, drive, (email tools, spreadsheets and databases) and be able to accurately handle administrative duties.

Requirements:

- Ability to multi-task
- Strong problem solving skills
- A highly creative mind with the ability to suggest and implement improvements
- Excellent communication skills

Hours

15 - 20 hours a week

Matt@artlinkfw.com