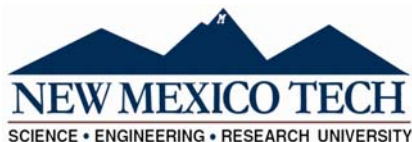


Posted: May 28, 2021



POSITION ANNOUNCEMENT

TITLE: OFFICE MANAGER

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$36,400

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Performs a variety of administrative, bookkeeping, and office work, supporting the functions of the Playas Research and Training Center. Provides the information and analysis needed for effective management and direction of the administrative activities of the Center. Responsible for proper execution of all administrative functions, based on sound judgement and detailed knowledge of the Center's policies, practices, and activities. Directs, trains, and coordinates the work of other administrative employees or staff assistants. Maintains documents of the Center and prepares and/or assists with the preparation of reports. Conducts financial transactions as directed and maintains or supervises the maintenance of financial records. Serves as or supervises personnel who serve as the public's first point-of-contact with the Center's offices by greeting, answering, and directing people who contact the Center by telephone, electronic media, and in person. Conducts other duties as assigned and needed to support the effective and efficient functioning of the Center.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Must have at least 5-7 years' progressive experience. An Associate's degree may substitute for one year of experience and a Bachelor's degree may substitute for two years' experience. Proficiency with Microsoft Word, Excel, and Outlook, and Internet usage are required. Proficiency with QuickBooks for tracking expenses and income, developing accounts, creating budgets and budget account summaries, and related tasks is required. Experience in Purchasing, invoicing, and accounts payable is highly desired. Experience in creating and editing documents in Adobe Acrobat is highly desired. Experience with InDesign is desired. Experience with Microsoft PowerPoint is desired. Completion of accredited secretarial training programs desired. Must be able to deal professionally, pleasantly, and diplomatically with others. A valid NM Driver's License is required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 078, Socorro, NM 87801