HAMPTON ROADS WORKFORCE COUNCIL
VIRGINIA CAREER WORKS HAMPTON ROADS REGION

POSITION DESCRIPTION

OFFICE MANAGER

General Definition: The Office Manager is primarily responsible for the general and specific clerical support and various other administrative functions in support of the Virginia Career Works (VCW) Hampton Roads Region One-Stop System. Work is performed under the general supervision of the Administrative Services Coordinator. The position is housed in the VCW Norfolk Comprehensive Center.

Description of Duties:

1. Responsible for the general and specific clerical and administrative support of the One-Stop System.
2. Perform and oversee various administrative and technical functions for the One-Stop System to include:
   a. Maintain an adequate stock of office supplies, materials, assessments, software applications, informational brochures, and resource room materials.
   b. Receive and process training provider invoices and identify and resolve any related invoice issues.
   c. Establish and maintain excellent working relationships with vendors along with a database of contact information for each.
   d. Maintain office equipment/computers in working order and report to management when additional service is required. Maintain an up to date inventory of equipment/computers.
   e. Identify administrative issues, problems and needs and make recommendations to management, as applicable and appropriate.
   f. Perform Virginia Workforce Connect (VaWC) data entry transactions as directed, maintain One-Stop System informational databases and generate related regular and Ad Hoc reports.
   g. Prepare and process purchase requisitions, staff timesheets, leave requests and travel expense reports. Maintain an ongoing current roster of HRWC One-Stop System employees and anniversary dates.
   h. Review Standard Operating Procedures (SOP) for the position and submit revision continuous improvement recommendations to management, as needed.
   i. Assist in the planning and implementation of regular and special One-Stop System events and activities, as needed.

3. Other duties as assigned.

Qualifications Required: A high school diploma or GED, with some college business curriculum coursework preferred; two (2) years of office work experience; proficiency in the use of computers, other standard office equipment and standard office practices; strong working
knowledge of word processing, spreadsheet and other office related software applications; and,
strong database management skills, are required. Some local travel may be required. Must
possess a valid driver’s license, reliable vehicle, and automobile insurance.