

December 15, 2020

Office Manager (Part-time, 25 hrs./week Mon-Fri)

The Western Connecticut Council of Governments (WestCOG) provides assistance in transportation and environmental planning, GIS and data analysis, and municipal shared services to a region of 18 municipalities and 600,000 residents. WestCOG seeks qualified person to serve as Office Manager for a thirteen-member staff team, reporting to the Executive Director. Paid vacation/holiday/401(a) pension for this position, and open possibility for full-time position or advancement in the future.

WestCOG works on multifaceted projects in a variety of regional interests. The qualified candidate will have opportunities to contribute to exciting issues of local interest within a professional environment.

Specific Responsibilities include:

- Clerical and administrative support;
- Direction and referral of phone calls/emails;
- Filing and file organization;
- Inventory, ordering, and stocking of office supplies;
- Maintenance of Agency contacts; mailing lists, and calendar;
- Meeting coordination, preparation and minutes, including ordering refreshments;
- Office administration;
- Website posting; public notices, mailing procedures;
- Scheduling of meetings and events.

Office Manager should have knowledge of, skill in, and experience with:

- MS Office 365, including Outlook Calendar scheduling;
- Customer service and pleasant phone manner;
- Detail orientation;
- File management;
- General office procedures/business machines;
- Process tracking; and independent time management;
- Willingness to learn new skills; and
- Payroll/bookkeeping experience a plus!

S/he should possess a minimum of an Associate's or Business School degree with a minimum of two years' experience in a professional environment.

To be considered, applicants must have a driver's license, access to reliable transportation, and be legally able to work in the United States.

Compensation will be between \$22-\$26/hour depending on qualifications. The location of employment will be Sandy Hook, CT. During this COVID-19 time, all precautions and safety measures are being followed according to the Governor's orders. This position will remain open until filled or closed.

To apply

Before applying, please verify that the position is still open by visiting <http://westcog.org/employment-opportunities/>.

To apply, submit a cover letter and resume to Mr. Francis R. Pickering, Executive Director at westcog@outlook.com. Please include "Office Manager" in the subject field. Selected candidates may be asked to provide additional information and to appear for a personal interview in compliance with all Covid-19 safety protocols.

WestCOG is an Equal Opportunity Employer.