

Open Position: Office Manager

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:

Office Manager

The **Office Manager** will be responsible for developing inter- and intra-office communication protocols, streamlining administrative procedures (continuous quality improvement; risk management; facilities logistics and control, staff orienting and training; office staff supervision and task delegation). Responsible for overall front office activities, including the reception area, mail, and facilities. Also responsible for directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.

Education & Experience Required:

Bachelor's degree in related field preferred, or equivalent combination of education, training and experience which provides the required knowledge, skills or abilities for this position with at least 3 years of relevant experience; Experienced and well-organized person to handle day-to-day operations with a focus on excellence and efficiency. Must be highly proficient in Microsoft Office Suite; Experience with management and logistics software systems desired. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Qualified Applicants, please send resumes to: Employment@Agapemeanslove.org

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Contact:

Derichia Wells, 901.323.3600, employment@agapemeanslove.org

**All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*