

Posting Information

Position Title: Office Manager

Position Type: Full Time Employment

Position Location: Alpharetta, GA

Position Pay: \$50,000 – \$55,000 DOE

Hiring Manager: Abe Young | hr@yuniquefoundation.org | 385.256.9573

Mission

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking an office manager to: (1) act as the office coordination point with the Foundation home office in Utah, (2) maintain routine office operations and provide support for Foundation programs, (3) assist with basic financial accounting and bookkeeping, and (4) assist with human resource initiatives as directed by the HR Manager.

Educational/Professional Requirements

- A Bachelor's Degree or Equivalent Work Experience

Experience Requirements

- 3 years Office Manager role that includes managing or leading a team
- Bookkeeping / accounting experience
- Experience in a Human Resources capacity is preferred
- NetSuite GL experience is a plus
- Non-Profit experience is a plus

Responsibilities

- Provide physical and phone reception for the Foundation.
- Advocate for and ensure adherence to human resource, finance, and other Foundation policies, industry best practices, and regulatory requirements.
- Assist with financial accounting and reporting.
- Provide administrative support for clinical services and other teams.
- Build a partnership network with vendors who can service the Foundation.
- Lobby for competitive rates from vendors and oversee vendor agreements as needed.