

Texas Conference of Urban Counties
500 W. 13th St
Austin TX 78701
(512) 476-6174

Job Description: Office Manager and Contract Coordinator

Location: Austin, TX

The Office Manager and Contract Coordinator ensures consistent administrative processes are followed throughout CUC, and is primarily responsible for execution, filing, and tracking of all contracts. The position supervises administrative staff. The position is also responsible for employee on-boarding and off-boarding, and serves as a point of contact for employee insurance matters.

Responsibilities:

Office Management:

- Supervise receptionist, TechShare Office Administrator, and office intern
- Maintain a Procedures Manual describing all office operations
- Maintain and manage electronic contacts manager
- Working with appropriate staff, ensure CUC website and intranet are current and effective for intended purposes
- Create policy guidelines for use of all major office applications (ContactEase, Intranet, etc.)
- Maintain database of all vendors for office supplies, furniture, maintenance, etc., plus lists of recent purchases, ID #s, quantity, etc.
- Manage office filing system – paper and electronic – and ensure efficient and effective records management
- Manage office supplies budget

Contract Coordination:

- Assist in drafting and securing appropriate review of contract drafts and related documents such as attachments, amendments, etc.
- Process execution of all contracts by either Executive Director or TechShare Program Director, and communicate with appropriate counter-parties for full execution
- Distribute and track execution and consolidation of appropriate signature pages for contracts with participating government entities
- Distribute and track execution of contracts with vendors and/or suppliers
- Track contract expiration dates and timely communicate those to appropriate staff

Human Resources:

- Serve as point of contact with insurance providers
- Assist employees with insurance-related matters

- On-board new employees – collect insurance applications and other required information, and arrange for network and phone access
- Off-board departing employees – collect Urban Counties property and obtain / share information necessary to process the departure

Qualifications

- Proficient in all Microsoft Office Suite operations, including Outlook, Excel, Word, PowerPoint, Access, etc.
- Ability to take initiative in a changing workplace environment
- Ability to multi-task, focus and produce results in fast-paced environment
- Ability to communicate effectively both orally and in writing
- Ability to anticipate needs and issues before full-fledged problems arise
- Ability to manage, supervise and train specific staff members, including organizing, prioritizing, and scheduling work assignments
- Extremely organized, detail-oriented and professional; ability to maintain confidential information
- Pro-active approach to working independently and collaboratively; willingness to make suggestions and give feedback

Physical Requirements

Ability to operate computer through keyboard and mouse.

- Ability to operate standard office equipment
- Ability to lift 10 pounds
- Visual acuity required to view computer screen, and to read documents

Education and Work Experience

- Bachelor's degree or equivalent work experience
- Minimum of four years' work experience in administrative or project management position

Compensation:

Salary for this position is extremely competitive and will depend on experience and qualifications. Urban Counties also offers health insurance, life insurance, disability insurance, and a retirement plan.

Job Type: Full-time

Note: This is a senior-level position.

Application Instructions:

To apply, please send your resume, salary history, and cover letter (max of 2 pages) explaining why you think you would be the ideal candidate for this position to: recruiting@cuc.org.