



Office Manager

The Office Manager will work for the Executive Director coordinating various aspects of day-to-day operations toward mission success. Broad duties and responsibilities include: Maintaining a comprehensive calendar of IDA activities, Maintaining IDA Records and Documents as required by pertinent regulations, Attending to general clerical duties, Mail collection and distribution, Visitors assistance, Assisting with marketing activities, Scheduling, Compiling marketing packets, Collating and deploying post and electronic mailers, Assisting with Prospect Events, Representing Halifax IDA in a Professional Manner to Clients, Allies and the General Public, Knowing and Effectively Communicating the IDA's Mission.

The Office Manager position requires Excellent Interpersonal, Organizational, and Communication Skills, Proficiency in MS Office Software: Word, Excel, Outlook, Quickbooks & PowerPoint, Ability to Effectively coordinate multiple Schedules, Ability to Work Effectively in a Team Environment

Applicants must possess the following at a minimum: High School Diploma; Three Years (Minimum) Experience in a professional office setting; Primary residence in Halifax County preferred; a Valid Virginia Driver's License.

SALARY \$40,000- \$50,000 DOQ

Interested candidates should email resume to Kristy Johnson at KJohnson@halifaxVirginia.com