**Title: Office Services Manager**

**Reports To**: Treasurer

**Duties:** To work with all offices to provide excellent customer service while successfully managing all aspects of in and outgoing mail, including various postage accounts, as well as the ordering and maintenance of office supply stock, the operation and maintenance of photocopy machines, and the efficient and effective completion of duplicating services. Manages all office services including mail and courier, duplicating, and office supplies. Includes the hiring, training, and supervision of work-study students. Processes and monitors all office services expenditures.  Tracks individual office expenses for, and use of, supplies, postage, and photocopy services.  Monitors petty cash for individual shipping transactions and sale of packing supplies. Travels off campus to the post office and mail services business. Performs other job related duties as assigned. To ensure that the office is promptly open and providing services during regular business hours. To maintain a customer‑service oriented office environment that provides services in a positive, timely, and cost efficient manner. To be diligent and creative in anticipating and solving problems, as well as in researching low‑cost alternatives for all services, at any given time.  To develop and maintain a productive working relationship with college staff, students and co‑workers.

**Status:** Non-exempt, full-time position at 35 hours per week.

**Compensation:** Minimum hourly rate is $17.75 per hour.

**Qualifications:** Two years to five years of similar or related experience. A two-year college degree or completion of a specialized course of study at a business or trade school.  Courtesy, tact and diplomacy are essential elements of this job.  Work involves a great deal of contact with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining simple information, in a very clear manner.  Outside contacts include vendors, service providers, and sales and other representatives requiring ordinary courtesy in making requests for service and information. Familiarity with postage regulations and meters is required.  Comfort with basic office duplicating, binding, and other equipment is required.  Supervisory experience is necessary.  Organizational and management experience essential.  Excellent written, oral and interpersonal communications skills are necessary.  To be physically able to lift and move packages and supplies. Proficiency in word-processing and spreadsheet programs required (Microsoft Office preferred).

**To Apply:** Send resume, letter of intent, salary history and a list of professional references to [santafe.jobs@sjc.edu](mailto:santafe.jobs@sjc.edu). Resume packets will be accepted until interviews begin.

**AN EQUAL OPPORTUNITY EMPLOYER**