



POSITION OPENING: OFFICE MANAGER

DATE: APRIL 20, 2016

Hot Bread Kitchen is a not-for-profit social enterprise based in New York City that promotes economic independence for foreign-born and low-income women through professional bakery training programs and start-up business incubation programs.

The successful candidate for this position will be a well-organized quick thinker who is an expert at multitasking and has superb written communication skills. This position requires someone who is comfortable working both independently and collaboratively, managing tight deadlines, and following through until the task is professionally completed.

RESPONSIBILITIES:

- Support the Hot Bread Kitchen leadership team and staff with key administrative functions
- Manage Hot Bread Kitchen's recruitment, onboarding and orientation activities for new employees and support general Human Resources administration for the organization
- Facilitate basic IT setup for new employees and maintenance of office computers, copy machines and printers including vendor management
- Manage internal meeting and events calendar and assist with logistics, setup and preparation
- Organize and supervise internal staff events and budget
- Manage office supply inventory and budget
- Implement systems to move toward a paperless office environment

REQUIRED SKILLS:

- Passionate about Hot Bread Kitchen's mission
- High attention to detail
- Ability to multi-task with strong planning and organizational skills
- Ability to handle sensitive information with high degree of confidentiality
- A minimum of two (2) years of experience working in an office environment
- Basic IT setup and maintenance experience a plus
- Human Resource administration experience a plus
- Intermediate knowledge of all Microsoft Office and Google products
- Degree in related field
- Flexible attitude and sense of humor

Compensation

This is a full time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. This position is also eligible for an annual performance based bonus. Salary is commensurate with experience.

TO APPLY: Applications **must include a cover letter, resume, and salary requirements** and should be sent to: HR@HotBreadKitchen.org. Please include "Office Manager_Your Name" in the subject line.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.