



OFFICE MANAGER

Hot Bread Kitchen is seeking a full-time Office Manager to strengthen the organization's operations by providing general office administrative support and managing office systems. The Office Manager will be the lead human resources liaison and internal events organizer, and will work with our program team to coordinate client services at different points throughout the year. Additionally, this team member will assist our finance team with billing and expense management.

A vital part of our executive support team, the Office Manager will work across teams and with staff at all levels. We are searching for a highly organized, energetic professional with a proactive, can-do attitude and a proven ability to follow through and get things done. If you are open to wearing multiple hats and enjoy working with people in a continuously growing environment, please read on!

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve this mission through our two signature programs: our culinary training program, which provides job skills training for US- and foreign-born women who face significant barriers to employment; and our small business incubator, which provides licensed commercial kitchen access and business development support for culinary entrepreneurs.

KEY AREAS OF RESPONSIBILITY

- Human Resources Management: Partner with Hot Bread Kitchen's PEO to handle personnel needs including onboarding staff, maintaining office policies, and administering benefits
- IT Support: Liaise with our technology vendor to manage IT needs across the organization
- Organizing the Organization: Oversee the company calendar, manage internal feedback, and coordinate staff events
- Office Administrative Assistance: Lead the charge in providing organizational administrative support to Hot Bread Kitchen leadership and program teams

DESIRED SKILLS AND EXPERIENCE

- Passion and a commitment to Hot Bread Kitchen's mission and core programs
- At least 3 years of experience in an executive/administrative support function
- Knowledge of office management responsibilities, systems, and procedures
- Exceptional organizational, interpersonal, written, and verbal communications skills
- Strong attention to detail and ability to "manage up"
- Self-motivated problem solver with keen judgment, ability to handle and prioritize multiple projects, meet deadlines, and work independently
- Excitement about working with staff at all levels of the organization
- Proficient in Microsoft Office and G-Suite
- Knowledge of accounting, data, and human resources management practices a plus
- Bachelor's Degree required

HOURS + LOCATION

The Office Manager will be based out of both our East Harlem bakery at La Marqueta (1590 Park Avenue) and our WeWork office in the Financial District (222 Broadway). Applicants should expect to work uptown two days per week and downtown two days per week, with flexibility to work from home one day per week.

TO APPLY

Please send a cover letter, resume, and salary requirements to hr@hotbreadkitchen.org.

Hot Bread Kitchen is an equal opportunity employer. We are committed to creating a diverse, equitable, and inclusive environment for all employees and clients.