

OFFICE MANAGER – FULL TIME OPPORTUNITY

Since 1987, NRI has been the only national organization working with state agencies, the Federal Government, and other entities to define, collect, and analyze data on public behavioral health systems. NRI is the leading organization for collecting performance measurement data from a majority of state psychiatric facilities, and some private psychiatric facilities, for The Joint Commission reporting requirements. NRI is a distinct, non-partisan, not-for-profit 501(c)(3) organization.

NRI is currently seeking an Office Manager that can wear multiple hats, juggle multiple projects/tasks and ensure effective and efficient operations at all times. Responsibilities will include, but not limited to, the following:

- Provides executive-level support to the Executive Director/CEO, such as working with outside constituents, partners, and Board of Directors.
- Provides support to the Senior Director of Research and Consulting and may work directly on state or federal projects as assigned.
- Maintains corporate records including bylaws, articles of incorporation, board of director meetings, and other business documents.
- Performs meeting support tasks, including communicating with attendees, assisting with preparation of supporting materials/shipments, developing PowerPoints, working with the hotel and other vendors.
- Supports the Controller with maintaining internal controls inclusive of logging incoming checks, overseeing the routing of all invoices, and monitoring the filing of A/P, and other corporate related documents such as business license filing.
- Assists in all hiring practices, such as gathering appropriate paperwork to be filed, such as application, background screening, and other on-boarding needs. May consult with HR consultant as needed.
- Assists the Executive Director/CEO and Senior Directors in the orientation and onboarding of new employees and follows established onboarding procedures, and recommends improvements to onboarding.
- Serves as the point of contact with the building for suite and building related issues and communicates with staff regarding building or suite issues.
- Works with the IT support company and serves as the employee point of contact for troubleshooting issues.
- Attends program and training events as directed; and performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree preferred with a minimum of 3 years of experience or an Associate's degree required with a minimum of 5 years providing high level office management support in a not-for-profit or corporate environment

- Must have the ability to prioritize and handle multiple tasks and/or multiple projects simultaneously which requires a high level of detail.
- Proficient with MS Office Suite including Word, PowerPoint and Excel programs
- Excellent writing and communication skills

Interested and qualified candidates should forward their resume, with salary expectations, and “OfficeMgr” in the subject line to info@impacthrllc.com.

NRI is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.