

The Champaign Economic Partnership is seeking a dynamic and energetic Business Office Manager. If you are looking for a position where every day will bring a new challenge to the office, this position is for you! You will be tasked to help maintain the office in a manner best fitted to a professional office. The basic functions include tasks such as answering phone calls, pulling files, recording complex records, banking duties, setting up business and government visits, providing professional answers to questions and setting the tone of the office. This position will also perform a variety of daily routines including complex clerical and administrative work. Provide administrative support for the Director and CEP Board as needed. Assist in the daily, weekly, monthly, quarterly, and yearly standard operating procedures and policies of the agency. Tools and training to become successful in running the CEP office functions and provided outstanding support to the Director and the CEP mission will be provided. Be part of the Economic Development of Champaign County.

The Champaign Economic Partnership is the central hub for all things in the economic development of Champaign County, Ohio. Each day brings new and exciting opportunities to the office. Manage the office and to help assist the Director in this fast-paced environment. Work on multiple projects and have varying responsibilities with various deadlines. Attend meetings with movers and shakers in the county and state. Provide information about current and past projects and tasks as needed. Communicate with discretion as needed. Help to lead Champaign County in its economic development! Other tasks and responsibilities are listed below but not limited to this list. This is an opportunity for someone to showcase their organizational and time management skills along with forward thinking to shine in a fun, professional and fast paced setting!

FLSA Status: Exempt

Position Hours: Part Time – 35 hours a week

Benefits: PTO, Paid Holidays

Supervision: While a high level of autonomy will be given to the position in terms of making the position one's own, this employee will still report directly to the CEP Director and subsequently to the CEP board.

Requirements:

- Graduation from high school or GED equivalent required, College graduate/experience preferred
- Minimum of three (3) years of experience in customer service and/or office management
- Possess a high proficiency in Microsoft Windows based programs Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft PowerPoint.
- QuickBooks knowledge preferred.
- Knowledge of Internet research and data gathering is preferred.
- Must be able to work in a fast-paced environment.
- Must be able to work independently with minimal supervision.
- Must be able to communicate professionally and with discretion as needed.

Physical Requirements:

- Must be able to lift to 50 pounds occasionally
- Must be able to sit and stand for long periods of time
- Must be able to type for long periods of time

The Champaign Economic Partnership is an Equal Opportunity Employer.