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## TANDEM PROPERTIES, INC.

### Basic Job Description

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**JOB TITLE:** TANDEM OFFICE MANAGER

**Job Summary:** The Tandem Office Manager is responsible for a variety of general office activities for the purpose of maximizing the productivity of the headquarter staff and maintaining a hospitable environment for business and community visitors.

**Classification:** Full-time, non-exempt, regular

**Reports to:** Human Resources Manager

**Supervises:** n/a

#### ESSENTIAL DUTIES:

Maintain an efficient office environment that allows the headquarter staff to maximize their productivity:

- Open and prepare office complex for operations at the beginning of each business day
- Answer the main telephone lines, direct calls and take messages
- Provide administrative support to headquarter staff.
- Manage incoming and outgoing U.S. mail
- Manage incoming and outgoing inter-office mail and courier staff.
- Order office supplies from vendors.
- Manage the Tandem Office petty cash fund
- Prepare the monthly calendar of events.
- Maintain tidy and orderly common areas including the kitchen
- Keep refrigerator stocked with standard beverages
- Maintain supply of fresh coffee.
- Schedule office equipment maintenance and repair as needed including telephone system, copier, shredder and fax.
- Prepare and distribute safety meeting material

Maintain a hospitable environment for business and community visitors

- Maintain receptionist desk
- Manage after-hours usage of office and outside conference room
- Track lending of folding tables and chairs
- Manage conference rooms

Respond to the administrative needs of the corporate officers and headquarters staff

- Type correspondence and documents as requested
- Transcribe tapes of president.

- Manage calendar, emails and calls of president.
- Set up appointments and meetings; coordinate lunch meetings.

Oversee general maintenance of the Tandem office building (3500 Anderson Rd)

- Schedule carpet cleaning and window washing.
- Put out garbage and recycling bins as scheduled.
- Manage housekeeping staff, landscape contractor, and pest control contractor for office.

Providing additional support as needed.

**REQUIREMENTS:**

1. Experience: Minimum five years of administrative experience or equivalent combination in education and experience
  
2. Competencies:
  - Type 40+ wpm.
  - Proficiency with Excel, Word and email.
  - Skilled with and modern office equipment.
  - Experience with multi-line telephone system.
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3. Qualities:
  - Highly organized, neat
  - Ability to multi-task
  - Personable, friendly and outgoing
  - Takes initiative
  - Works without direction

**Physical Job Description**

<b>Job Title:</b>	
<b>Typical Working Conditions:</b> (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Air-conditioned office.
<b>Equipment Used:</b> (List all manual and automated equipment used in the course of performing essential functions.)	Computer Telephone console Copy machine Fax machine VCR/DVD player Postage machine

<b>Essential Physical Tasks:</b> (List all physical tasks encountered in performing essential functions.)	Climbing stairs Lifting small objects Keyboarding Filing Carrying and lifting office and kitchen supplies Carrying and lifting beverage in kitchen. Rolling garbage and recycling bins. Walking between offices Bending

**Analysis of Physical Demands**

**Key** (Based on typical week):  
**N**=Never  
**R**=Rarely (Less than 1 hour per week)  
**O**=Occasional (1%-33% of time)  
**F**=Frequent (34%-66% of time)  
**C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
Under 10 lbs			X			Reach over shoulder			X		
11-20 lbs		X				Reach over head			X		
21-50 lbs	X					Reach outward			X		
51-100 lbs	X					Climb		X			
Over 100 lbs	X					Crawl		X			
						Kneel			X		
<b><i>Pushing/Pulling</i></b>						Squat			X		
Under 10 lbs		X				Sit				X	
11-20 lbs		X				Walk-Normal Surfaces			X		
21-50 lbs	X					Walk-Uneven Surfaces		X			
51-100 lbs	X					Walk-Slippery Surfaces		X			
Over 100 lbs	X					Stand				X	
						Bend				X	
<b><i>Driving</i></b>											
Automatic Trans			X								
Standard Trans	X										
<b><i>Other</i></b>											
Keyboard/Ten Key				X							
Fingering (fine dexterity)			X								
Handling (grasping, holding)				X							
Repetitive Motion - Hands			X								
Repetitive Motion - Feet		X									