



JOB ANNOUNCEMENT
Office Manager

Location: Little Tokyo Service Center office

Salary: \$19-21/hour DOE

Hours: Full Time, non-exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Office Manager is a vital part of keeping the office running smoothly and providing support to staff, clients and visitors. The Office Manager greets clients and visitors, both in-person and on the phone, and directs them to the appropriate staff member as needed. They support the staff and office by tracking and keeping office equipment and supplies stocked and in working order, provide morale by planning monthly staff breakfast and staff events, and coordinate the tracking of volunteer hours. The Office Manager also researches, schedules, and communicates with staff and Property Management for any scheduled maintenance. This position is 100% in-person.

Responsibilities Include:

- Manages office needs and upkeep, including ordering, invoicing and payment (phones, copier, postage, security, cleaning, supplies, general upkeep of office)
- Manages, tracks and maintains office equipment and space (flex cars, copiers, key cards/garage clickers, storage, parking, configuration of office space)
- Communicates with Property Management and staff about scheduled maintenance (janitorial, fumigation, other repairs)
- Coordinates and plans staff events (picnic, holiday party, staff breakfast)
- Manages intake and reception, including answering and transferring phone calls to appropriate staff, greeting visitors, and distributing mail
- Coordinates tracking volunteer hours internally and on Salesforce
- Provides general help and morale to staff, clients, residents, etc.
- Other duties as may be assigned by your supervisor

Qualifications, Experience, and Skills:

- strong written and verbal communication
- thorough and compassionate people skills

- organization
- planning and execution of events
- task management
- proficiency with Microsoft Office/Google Suite
- ability to work with a diverse group of people

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

How to Apply: Please send a cover letter and resume to Deanna Atkinson at datkinson@ltsc.org. Please include your pronouns in your application.