

**Terry Lee Wells Nevada Discovery Museum**  
**Office Manager**  
**Job Description**

**Position Summary**

Reporting to the Executive Director and supporting a management staff of five, the Office Manager provides high-level administrative support by conducting research, managing confidential HR administration and record keeping tasks, preparing reports, handling information requests, and performing clerical functions such as inventory and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and travel. May also train and supervise lower-level clerical staff.

**Duties:**

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by Directors, committees and boards of directors.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for staff.

**Demonstrated success in the following areas:**

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Use of Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

**Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Communicating with Persons Outside the Organization** — Communicating with people outside the organization, represent the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

**Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic form.

**Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Working Directly with the Public** — Dealing directly with the public. This includes receiving donors, vendors, or guests

### **Skills/Qualifications:**

Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communication, calendaring, assisting with financial record-keeping, filing, processing mail, and inventorying and ordering supplies

### **Work Characteristics**

- Ability to work overtime or weekends when necessary
- Attention to detail and follow-thru
- Motivated, self-starter, assumes responsibility
- Ability to work positively and constructively within team dynamics
- Ability to multi-task

### **Required Education and Experience**

6+ years in an administrative position with progressively increasing responsibilities and relevant software, technology and computer training. Experience in an education or museum background and 4 year degree preferred.

### **To Apply**

Please send cover letter, resume, and three references to [jobs@nvdm.org](mailto:jobs@nvdm.org). No phone calls, please.

*The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability.*

*The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.*