

Operations Manager

Tri County Community Action (TCCA) is seeking a highly organized and experienced professional to provide high-level administrative support to the organization's Chief Executive Officer while also overseeing the agency's fixed assets, service contracts, and office and janitorial functions.

Here's what being an Operations Manager looks like. You will...

Organize and set priorities for a variety of complex tasks, including a high volume of regularly occurring work and constantly changing array of special projects and calendar demands.

Provide general administrative support and clerical duties (mailing, scanning, faxing, copying, running errands, etc.).

Record, transcribe, and maintain meeting agendas and minutes.

Handle information requests to include preparing correspondence, receiving visitors, arranging conference calls, and scheduling.

Manage highly confidential and sensitive information.

Oversee the agency's maintenance and reception departments.

Organize, manage and provide administrative support for special projects and events.

Make sure all staff have the supplies and equipment they need to be successful.

And here is what you'll need: Associate's Degree or equivalent knowledge with 3 years demonstrated executive level administrative support or office management experience required. The ability to have quick, efficient, and effective communication. Be solutions oriented while managing up, down, and all around. Be that person that people love to be around – the person who everyone talks about how helpful you are.

Act 33/34 and FBI clearances, and a Motor Vehicle Record review, along with a valid driver's license, current insurance, and daily access to reliable transportation.

Working a 35-hour week with occasional evenings required, this Exempt position pays a bi-weekly salary that is equivalent to \$49,140 annually, with paid sick, vacation, and personal time; paid holidays; and excellent medical benefits.

If you are an effective communicator, an adept and tactical scheduler, and an agile multi-tasker who can prioritize competing work and deadlines, submit your resume and cover letter to:

Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org