



IF Lab Office Manager

Overview

IF Lab is looking for an agile Office Manager with a background in reception, administration, and/or community engagement. If you are a people-person who loves the rewarding challenge of working with a nascent company, we want to hear from you.

The selected applicant will be responsible for the overseeing day to day responsibilities and activities of our coworking space in Kensington. The Office Manager will be responsible for opening and closing the office, greeting visitors and tenants, answering questions about the space, scheduling and providing tours of the space, and connecting the community to our valuable resources.

You will need to have proven experience (3+ years) in office administration and the ability to lead project teams of various sizes. At IF Lab, a strong interest in social justice is valuable as many of the events will align with the company ethos which embraces diversity, equity and inclusion. The candidate should also possess creativity and experience in both big picture ideation and attention to the small details. This position requires flexibility in daily responsibility until we hire more team members.

We are looking to hire immediately, and accepting candidates who are local to Philadelphia only. Our team works remotely with some days in the office. This may be flexible due to the pandemic, but the role will ultimately be in the office from 8:30am - 5:30pm Monday - Friday.

All interviews will be conducted digitally.

Please send resume, cover letter and link to your portfolio (if applicable) to jobs@littlegiantcreative.com.

We are a minority-owned and minority-operated staff, and dedicated to promoting diversity, cultural competency and inclusion through our programs. We encourage people of color to apply. Familiarity with the local neighborhood is preferred. Spanish fluency a plus.

Responsibilities:

Office Functions

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Organize office operations and procedures
- Coordinate with building IT department on all office equipment
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Maintain integrity of the space (Code of Conduct)
- Design and implement filing systems, and ensure filing systems are maintained and current
- Establish procedures for record keeping, ensure data security, integrity and confidentiality
- Manage contract and price negotiations with office vendors, service providers and office lease
- Monitor and maintain office supplies inventory

Tenant Communications

- Be able to competently represent IF Lab tenants to visitors
- Organize and schedule meetings and appointments for tenants when they are not in the office
- Participate actively in the planning and execution of IF Lab events
- Coordinate and facilitate intake meetings for potential clients and tenants, and be able to funnel them to the appropriate resources

Community Relations

- Cheerfully provide general support to visitors
- Maintain a safe and secure working environment
- Schedule and facilitate tours of IF Lab for potential tenants, clients, and partners
- Handle visitor inquiries and complaints

Requirements:

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multitask and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of basic accounting, data and administrative management practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages