

## Office Manager (part time)

**Salary Range: \$20K - \$30K annually**

### Position Overview

Das GreenHaus is a 501(c)3 organization located in Boerne, TX. Our mission is to foster a community of innovators to grow Kendall County's entrepreneurial vision. We offer the space, services, and programming for entrepreneurs and startup companies to succeed. We provide business mentorship, educational workshops, and networking events. Our goal is to help each startup company grow, create jobs, and have a positive economic impact in our community.

As a Part-Time Office Manager, you will be responsible for handling a range of administrative tasks and ensuring the day-to-day operations of our incubator run smoothly. This role offers a great opportunity for an organized and detail-oriented individual to contribute to the growth of local businesses and be a part of a vibrant entrepreneurial community.

### Responsibilities

- Serve as the main point of contact for visitors, participants, and partners entering the incubator.
- Manage front desk duties, including greeting guests, answering inquiries, and providing information about programs.
- Assist with coordinating and supporting incubator events, workshops, and meetings.
- Engage with program participants regularly to gather feedback and ensure continuous improvement of programs.
- Maintain office supplies inventory, placing orders as needed.
- Oversee building operations, ensuring a safe, clean, and functional work environment and coordinate with maintenance and facility management when needed
- Help manage the office calendar, including scheduling meetings and appointments.
- Handle basic bookkeeping tasks, such as processing invoices and tracking expenses.
- Maintain accurate records and files, ensuring confidentiality and data security.
- Support marketing efforts by updating social media channels and promotional materials.
- Collaborate with the management team to identify areas for improvement in office processes.
- Assist with other tasks and projects as required to ensure the incubator's success.

### Qualifications

- High school diploma or equivalent; some college coursework preferred.
- Previous experience (at least 5 years) in an administrative or office management role.
- Strong organizational skills and the ability to manage tasks efficiently.
- Excellent communication skills, both written and verbal.
- Proficiency in using Microsoft Office Suite and Google Workspace.
- Detail-oriented mindset with a focus on delivering quality work.
- Customer-friendly attitude and the ability to provide exceptional service.
- Adaptability and flexibility to handle changing tasks and priorities.
- Passion for supporting local businesses and entrepreneurs.