



Position opening:

Office Manager

Booth Amphitheatre

Cary, NC

POSITION: Office Manager
DEPARTMENT: Admin
REPORTS TO: General Manager
FLSA STATUS: Full-time, Hourly, Non-Exempt

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a full time Office Manager for SMG: Booth Amphitheatre. This position oversees the functionality of the Amphitheatre's administrative office and serves as the administrative assistant to the General Manager.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Answer phone calls and assist with answering general questions about the Amphitheatre and events, respond to email inquiries and problem solve.
- Provide executive support for the General Manager.
- Provide first line customer service and respond to customer service issues and complaints.
- Maintain contact lists, event data, and information sharing among employees.
- Filter rental requests, create rental contracts from template, maintain event file and timeline for required event documentation, create final electronic event file.
- Provide ongoing event and news updates to our residential and business neighbors. Maintain neighbor card program.
- Maintain safe and clean office areas, adequate office supplies, and functioning office systems to include phones, computers, filing and supply ordering.
- Manage KBA program for donations to local charities. Locate opportunities and manage KBA staff involvement in local community service projects.
- Assist Human Resource Designee with recruiting for open positions to include job posting, applicant tracking, new hire paperwork, e-verification and new employee orientation.
- Create staff badges, update and print employee handbook annually.
- Other duties assigned by the General Manager and Asst General Manager.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma or equivalent
- 1 to 2 years related experience and/or training preferred

Skills and Abilities

- Excellent customer service skills a must
- Strong analytical and problem-solving skills
- Attention to detail and ability to multi-task
- Excellent verbal, written and interpersonal skills essential
- Ability to work individually or as part of a team

Computer Skills

To perform this job successfully, an individual should be proficient in Word, Outlook and Excel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the office; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply: All applications must be submitted online via the following link:

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000241569306#/#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000241569306#/)

SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.

Date Opened: 7/27/17

Closing Date: Until filled