

Office Manager

The Erie County Bar Association Volunteer Lawyers Project (VLP) seeks a full time Office Manager to work for our law office in Batavia, NY which provides free civil legal services to low income people.

Duties/Responsibilities:

- coordinate with HR/Office Manager in Buffalo office re: policies, payroll, posting requirements, invoices, etc.
- calculate and maintain accurate time records – PTO requests, timesheets, etc.
- manage relationships with vendors, service providers and landlord
- monitor and maintain office supply inventory
- general office support work – mail, file, photocopying etc.
- point person for database system inquiries
- set up audio/visual equipment
- maintain office equipment and coordinate with IT department when needed
- administer phone system for Batavia office
- collect data and prepare reports for funders
- manage work flow for support staff
- prepare internal reports as directed
- maintain a safe and secure working environment

Requirements/Skills - Required:

- experience with Microsoft Office (Word, Excel, Outlook)
- excellent time management skills and ability to multi-task and prioritize work
- excellent verbal and written skills
- ability to work independently and as part of a team
- reliable transportation

Requirements/Skills – Preferred (not required):

- Bachelor's degree or equivalent experience
- experience with Microsoft Access or similar database system
- fluency in Spanish

TO APPLY: Please send a resume with a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Robert Elardo, Executive Director/CEO, ECBA Volunteer Lawyers Project, Inc. at relardo@ecbavlp.com. **Deadline to apply is February 8, 2019.**

VLP is an equal opportunity employer. Salary depends upon experience. Excellent benefits including fully paid health insurance, a cafeteria plan for dependent care and transportation costs, long term disability insurance, life insurance, 403b plan, Simple Employee Pension Plan, and generous leave time. Employee paid dental insurance is also available. The work atmosphere is congenial, respectful and flexible.

For information on VLP, see www.ecbavlp.com