

## Office and Operations Manager

### POSITION DESCRIPTION

The Office and Operations Manager is a member of the Company's operations and production team. They will be responsible for implementing a wide variety of aspects related to the day-to-day operations of the Pittsburgh Opera and events at the Bitz Opera Factory. The Office and Operations Manager will play a key role in the maintenance, cleanliness, security, and appearance of the building for all visitors.

### POSITION RESPONSIBILITIES

- Building Operations Manager
  - Coordinate schedules of outside vendors, HVAC, Fire suppression, and office equipment
  - Provide building and events schedule for the Bitz Opera Factory to custodial service staff
  - Administer Door access system
  - Manage daily on-site garage parking and event parking for Pittsburgh Opera Events
  - Tracking maintenance requests
  - New hire orientation (building tour and standard office procedures and orientation)
- Office Manager
  - Manage our front desk and ensure a friendly and welcoming atmosphere
    - Answer office phone
    - Receive visitors and guests
  - Manage and assist staff with outgoing and incoming mail and package delivery
    - Ensure daily mail is distributed and sent accordingly
    - Manage accounts with shipping vendor
  - Maintain office supplies inventory
    - Basic office and Kitchen supplies
  - Manage technology service relationships
    - Act as operational contact with information technology service provider
    - Maintain supply inventory for devices

### QUALIFICATIONS

- Minimum of 2 years of experience in office administration or operations management.
- High school graduate or GED equivalent
- Ability to work performances, meetings, and community outreach events on nights and/or weekends
- Excellent communication and interpersonal skills
- Ability to deliver a high level of customer service
- Have the ability to move boxes and furniture weighing up to 30lbs routinely
- Familiarity with Microsoft Office Suite and other industry-standard software
- Familiarity with administrative tasks related to office and building management
- Experiences successfully creating and/or modifying processes

### Salary and Benefits

The position is full-time exempt. The salary range for this position is \$47,000 to \$49,000. An offer will be based on experience and demonstrated skills. Benefits include medical and vision insurance, paid vacation, and holidays.

### To apply

- Please send a cover letter and resume to Steven Grair, Director of Production, at [Office Manager Search](#).