



Position: Office Manager

Location: Kendalia, TX (4-5 days/wk.) and San Antonio, TX (as needed)

Job Type: Full Time, Salary, Exempt

Schedule: Monday through Friday

Website: www.wildlife-rescue.org

Description: The Office Manager role is to support the day-to-day management of most administrative aspects of the organization, i.e., business operations, IT, human resources, etc.. This position collaborates closely with all departments at WRR and reports directly to the Executive Director.

Administration

- Coordinate IT services and ensure that WRR makes effective use of relevant technologies. In conjunction with the contracted IT provider, ensures proper functioning of the organization's technology, i.e., maintenance, updating information systems and infrastructure, including hardware and software
- In conjunction with WRR Leadership Staff and an external HR consulting firm, develop and revise appropriate manuals, protocols, policies and procedures
- Ensure that all WRR vendors provide competent services and satisfactory products
- Manages all WRR contracts, entering into and monitoring contractual services as needed
- Assists in completing payroll, including timely processing payroll through Execupay and verification of all staff work hours, in addition to updating records to include payroll deductions and benefit changes
- Organizes and executes recurring reports and internal/external audits needed for insurance, workers comp., payroll, etc.
- Tracks risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Manages all WRR insurance: organization insurance, health insurance, and management of Workers Compensation, etc.

Human Resource Management

- Serves as the employee point of contact for HR, collaborating with WRR's external consulting firm as needed
- Ensures all personnel and employment files (Insurance, I-9s, Mutual of America, Workman's Comp Files & Claims) are updated and complete
- Serves as liaison between WRR and the external HR consulting firm
- Distributes, collects, organizes, and uploads employee and employee-related files
- Maintains basic knowledge of federal and state employment laws and regulations

Property Management

- Monitor, schedule, and follow up on maintenance, preventative maintenance, construction, and repair issues. Regular inspection of facilities, grounds and equipment to be sure all are well maintained, clean, orderly, and sufficient to their assigned purposes
- Manage organization's rental properties
- Along with the Director of Finance and the Administrative Support Specialist, maintain the Administrative Building

Other

- Manages merchandise for new hires and bi-annual staff orders
- Organize and execute monthly staff appreciation
- Other duties assigned by the Executive Director and Founder/President

Knowledge Base

- Education: Bachelor's degree in Business Administration, Human Resources, or comparable skill set obtained through experience
- Experience: 2-3 years administration experience, non-profit preferred; 3-5 years' experience in management
- Proficiency with Microsoft Office Suite
- Excellent written and communication skills

Compensation: Salary is \$40,000 - \$45,000 per annum, commensurate with experience, plus benefits (WRR will pay 55% of your monthly insurance premium). 18 days of annual, accrued PTO with 7 paid holidays. This position works on location at 335 Old Blanco Road in Kendalia Monday through Friday, and on location in San Antonio as needed. Training is provided. This position reports to the Executive Director.

Interested candidates should send a resume and cover letter to WRRapplication@wildlife-rescue.org with Office Manager as the subject.

Wildlife Rescue & Rehabilitation, Inc. is an Equal Opportunity Employer.