

SOLICITATION OFFICE MANAGER

The Anne Arundel Economic Development Corporation (AAEDC) supports businesses and serves as a catalyst for business growth in Anne Arundel County thereby increasing job opportunities, expanding the tax base, and improving the quality of life. The organization is currently seeking to hire a full-time Office Manager with strong customer service, communication, multitasking, and organizational skills. Proficiency in Word, Excel, and Outlook is required.

The position reports to AAEDC's Chief of Staff and has the following duties and responsibilities:

- Provide Customer Service for AAEDC
 - Monitor the main console of all incoming calls. Greet and assist all clients/guests.
 - Refer calls/clients/customers to other resources when appropriate.
 - Open and distribute mail.
- Act as Office Manager for AAEDC
 - Liaison with Facilities Management for office related concerns.
 - Maintain all office equipment. Place service calls when needed and follow up on progress.
 - Provide and maintain overall smooth day-to-day operation of the office.
 - Liaison with partner agencies for referrals and meetings.
 - Assist with orientation of new employees in the office.
 - Manage invites for Ribbon Cuttings and other events.
 - Purchase and maintain all office/kitchen supplies as needed.
 - Send out requested in-house information.
 - Coordinate Bids/Price Quotes as needed.
 - Fill in for the Chief of Staff as needed.
- Provide administrative support to office staff.
 - Assist staff with special projects and events as needed.
 - Assist with Boards and Commissions as needed.
 - Assemble meeting materials. Maintain scheduling of conference rooms/coordinate meals (as needed) in accordance with meetings.

Applicants should have experience in administrative support and customer service fields. The compensation range for this position is \$60,000 - \$70,000 and will be based on experience with an estimated benefits package valued at approximately \$30,000. The benefits package consists of retirement, health and life insurance, official holidays, vacation days, and sick leave. Bilingual applicants are preferred but not required.

Please direct interested parties to submit a cover letter, resume and professional references to, Christina Holliday, Chief of Staff, at Anne Arundel Economic Development Corporation via cholliday@aaedc.org or 2660 Riva Road, Suite 200, Annapolis, MD 21401. All letters with supportive documents should be received by September 11, 2024.