



Office Manager

Highland Planning is a public engagement and community development consulting firm in Rochester, NY. Our company specialties are public engagement, outreach, and communications. We are seeking a full-time Office Manager to support our seven staff. This is a professional position that requires organization, vision, and the ability to develop, build and maintain working relationships with firm colleagues and clients. We are a creative and collaborative team, and we are seeking someone who matches our firm culture. The firm's core values are:

1. Trust
2. Excellence
3. Flexibility

Duties & Responsibilities

- Order and maintain supply inventory
- Oversee and monitor monthly invoices
- Manage external printing projects
- Manage equipment and maintain electronics inventory (i.e. printer, iPads, computers)
- Set up new equipment as acquired
- Coordinate IT maintenance and support as needed
- Maintain insurance certificates for all projects
- Notarize forms
- Run payroll
- Coordinate and schedule staff trainings
- Track employee milestones and organize team celebrations
- Manage stakeholder databases and project photographs
- Support material development for business development
- Manage bill payments
- Oversee contract execution
- Download and organize photographs after events
- Schedule HVAC maintenance and office improvements
- Organize electronic and paper files
- Support staff at events and meetings when needed
- Manage health care enrollment process
- Update Employee Handbook when needed

- Run Payroll and monitor vacation time, calculate usage and accruals
- Manage 401(k) contributions
- Review and approve reimbursable expenses, write expense checks, document payment
- Fill out printer meter monthly, troubleshoot printer issues as needed, and coordinate with printer vendor to negotiate new lease as needed
- Manage firm subscriptions
- Monitor and update passwords file

Required Skills & Qualifications

- Attention to detail
- Excellent verbal communication skills
- Strong writing skills
- Project management skills
- Desire and ability to work with a team and independently in a self-directed environment, prioritizing workload to meet deadlines
- A valid NYS driver's license
- Willingness to authorize a background check
- Willingness to attend evening meetings up to 1 day/week if necessary

Desired Skills & Qualifications

- Prior experience in office management
- Prior experience in a consulting environment
- Undergraduate degree or equivalent amount of education and experience
- Graphic design skills

To Apply

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a veteran. Send cover letter and resume to Tanya Mooza Zwahlen, AICP, Principal and Owner, at tanya@highland-planning.com.