



Office Manager

Our busy, client-focused office in Portland, Maine needs a reliable, well-organized Office Manager to provide administrative and organizational support for our leadership team and office. Our highest priority in filling this position is to ensure a good culture fit: we're looking for someone with high energy, a good sense of humor and an ability to pivot from project to project with calm and ease.

Job Responsibilities

- working with our legal department on compliance and human resources issues including:
 - Respond to orders for levies, garnishments, IRS, liens withholding for support
 - Compile documentation and respond to unemployment claims
 - Contract renewals and agreements
 - Assist with Harassment training
 - Assist with workers comp. insurance matters and audits
 - Respond to general employment law questions with the assistance of our attorney
 - Weekly calls with our attorney to discuss above
- streamlining administrative procedures
- inventory control
- answering phones
- managing our ingoing and outgoing delivery of mail and
- other duties as assigned
- some executive administration duties
- Manage organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling

Job skills

- Associate degree preferred
- Proficiency in Microsoft Office suite
- Experience with payroll and contracts preferred
- Experience with scheduling and travel management preferred
- Advanced computer skills (Outlook, Excel & Word experience a plus)
- Excellent written and verbal communication skills
- Comfort with fast-paced environment

This position will include advancement opportunities for the right candidate as well as full benefits after a 30-day probationary period.

If you are interested, please email us at careers@nexrep.com