

Hanover County Government  
Human Resources Department  
Office Manager  
Salary: \$49,633.00 - \$55,000.00 Annually

**The Human Resources Department is seeking an outgoing and energetic individual to join our team and be the first point of contact in the department! The responsibilities include answering multiple phone lines, greeting visitors, answering questions from employees and the public, assisting with recruitment, benefit administration, file maintenance and tracking training class attendance. The incumbent will also handle accounts payable, budget and purchasing cards for the department, along with special assignments/projects. This integral team member will provide support to all specialty areas in the department and uphold the utmost confidentiality. If you are someone who has a pleasant disposition and successfully moves from one task to another, we encourage you to apply for our Office Manager position.**

**General Description:** This is an administrative position. The incumbent performs routine tasks designed to coordinate office operations. This could include clerical support duties as well as duties related to fiscal operations and special projects.

**Organization:** The Office Manager reports directly to a Department Head or designee and may supervise fiscal and/or administrative support staff.

**Essential Functions:**

- Performs human resources functions and prepares related paperwork.
- Coordinates programs or services.
- Develops reports as needed.
- Oversees the work of subordinates, as applicable.
- May prepare fiscal reports, such as payroll or budget-related items.
- May provide high-level administrative support to a Department Head, or Deputy.
- Assists in the administration of benefit programs
- Performs related work as assigned.

**Working Conditions:**

- A. Hazards
  - None Known
- B. Environment
  - Office
- C. Physical Effort
  - Minimal
- D. Non-exempt

**Knowledge, Skills and Abilities:** Knowledge of general business/office practices and procedures, required. Must be computer literate, preferably in Microsoft Office. Ability to communicate effectively and to maintain confidentiality, required. Budget/Math skills, desired.

**Education, Experience and Training:** High school diploma or equivalent required (bachelor's degree preferred) with at least six (6) years of related experience. Supervisory experience desired – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Work beyond normal work schedule
- Twelve-month probationary period
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**For more information or to apply for this position, please visit our career site at:**  
[www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)