



# New Hampshire

*Job Posting  
Office Manager-Concord, NH*

**NAMI NH is growing! NAMI NH is seeking a full time Office Manager. This is a salaried, exempt position.**

**Job Title:** Office Manager

**Job Summary:** The Office Manager implements and oversees office procedures that facilitate office functions and workflow. The position provides administrative support to the office staff, assists with technical and administrative matters; coordinates/provides support in the preparation of publications, newsletters, mailers, invitations, program materials, etc. for all areas of the organization. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized.

**Job Responsibilities:**

- Work with all staff to assure flow of office work; providing administrative support and coordination for NAMI NH programs
- Work with all program managers to assure flow of very busy office staff
- Supervision and training of administrative staff
- Facilities management, of two office spaces, including the need for maintenance and any changes to accommodate organizational needs
- Works in coordination with the Executive Administrator in coordinating Board of Director's meetings and related materials
- Provides orientation to new staff to include reviews of NAMI NH policies and procedures, forms, email set up and overview of computer data files.
- Assist HR with the hiring process, including submitting job postings online and scheduling candidate interviews. Processes new hire forms and documentation.
- Work with internal and external IT resources to maintain staff computers, phones and device equipment

**Knowledge, Skills, Abilities and Education:**

- BA degree in management or a related field or equivalent education and work experience
- Excellent problem solving skills
- Proficient telephone skills
- Excellent verbal and written communication skills
- Excellent working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher); and the ability to work with Adobe Photoshop is a plus.
- Ability to maintain confidentiality and strong attention to detail
- Excellent customer skills working with our customers/clients/volunteers and the NAMI NH staff.
- Ability to lift 25lbs

**Work Schedule:**

Generally works Monday through Friday with occasional requirements to attend evening and/or weekend events.  
Local travel required.

The complete job description may be viewed at [www.naminh.org](http://www.naminh.org).

Send your letter of interest, resume and salary requirements to:

NAMI NH, Attn: Executive Administrator, 85 North State Street, Concord, NH 03301  
Or via e-mail to [info@naminh.org](mailto:info@naminh.org)

*No phone calls, please.*

*NAMI New Hampshire is committed to a policy of Equal Employment Opportunity (EEO) and does not discriminate in the terms, conditions, or privileges of employment because of race, color, gender, religion, national origin, age, disability, veteran status, marital status, sexual orientation or physical or mental disability or any other classification protected by state, federal or local law.*