

Aramark

Job Announcement

Position: OFFICE MANAGER (Full Time)

Summary Statement of Position: Under the direct supervision of the Director of Campus Care, manages administrative operations at Corban University, Salem, Oregon.

Essential Duties:

- Performs general office functions on standard office equipment to include computers, scanners, fax machines, copiers.
- Analyzes, performs, and organizes bookkeeping, preparation of payroll and runs payroll.
- Orders equipment, materials and supplies for department.
- Evaluates department production and performs quality control surveys and assessments.
- Maintains the Computerized Maintenance Management System and several other department E-Systems.
- Reports on department productivity and customer/client satisfaction.
- Coordinates the accomplishment of work with customers, clients and vendors.
- Responsible for personnel, timekeeping, and vendor/service provider records and submits invoices for payment.
- Manages department budget, develops reports and forecasts.
- Provides first contact with customers/clients and vendors through various forms of communication.
- Writes and develops various correspondence, summaries and reports.
- Primary events planner and coordinator for the department.
- Performs other duties as assigned.

To Apply:

Position opens April 1, 2015 and is open until filled.

- Email resume to ehenger-paul@aramark.com
- A background check is required for this position
- EOE, Minority/Female/Disability/Veteran.

FRAUD ALERT: Aramark will never ask an applicant to supply his or her social security number electronically or via email to apply for a job with Aramark.