

OFFICE MANAGER

Position type: Full-Time

Pay range: \$40,000 - \$50,000

Location: Hybrid



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS East Theater, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Office Manager will oversee the general administrative function and activities of the office helping to create organizational efficiency and a positive, inclusive work environment. They will provide strong, reliable support for operations by creating procedures and communicating them throughout the organization and by maintaining employee safety. Reporting to the Chief Operating Office the Office Manager will also help with accounting and human resources.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversee the day-to-day operations of the PFS office ensuring the organization and staff have a satisfying work environment
- Assist with general office upkeep maintaining communal spaces
- Maintain office efficiency by developing standards, promoting process improvement, establishing inventory control and equipment procurement
- Liaise with office vendors, including building long-term relationships with vendors on behalf of an organization
- Answer telephones, route and screen callers, take messages, and provide routine information to callers promptly and courteously; manage Auto Attendant
- Manage PFS's general email account, forwarding emails to appropriate staff, and responding to general inquiries
- Process all mail and packages by receiving, sorting, notifying, and distributing to staff to ensure the information is received in the most timely and accurate method possible
- Order general office supplies
- Schedule and provide administrative support for meetings, interviews, committees, and calendars
- Process accounts payable, accounts receivable, and other basic accounting functions
- Administer petty cash according to established procedures
- Support Human Resources on various projects such as new employee onboarding, staff communication, and activities
- Other duties as assigned

SKILLS

- Knowledge of office management principles and procedures
- Ability to effectively and efficiently handle multiple, simultaneous and complex tasks and projects within a fast-paced context
- Ability to develop constructive and cooperative working relationships with others; is adept at creating a positive, collaborative and entrepreneurial work environment
- Excellent verbal and written communication skills with exceptional attention to details
- Proficiency in MS Office Suite
- Fluency with Google products and technology
- Experience with QuickBooks, Paychex Flex, and/or Salesforce a plus

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival
1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

- Maintains professional growth and development through continuing education, including participation in conferences, workshops, and professional affiliations

QUALIFICATIONS

- Minimum of an Associate's degree or equivalent work experience required, B.A. preferred
- At least one year of office management and basic accounting experience
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support and enable sound decision making
- Experience having worked with a high-performance, collaborative, constructive peer group
- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | PFS Theater East | Philadelphia Film Festival
1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org