

Part Time Office Manager

Part-Time position located at MXOtech in Chicago, IL

MXOtech is a technology consulting firm with a focus on IT Managed Services and Custom Software Development. We're a growing boutique firm located in the West Loop looking for an Office Manager to join a fantastic team of IT Consultants. The position is currently remote but will be onsite late summer of 2021.

Overall responsibility:

The Office Manager will be responsible for managing the outsourced HR, bookkeeping and all other office related vendors. They will interact with employees as the internal point of contact to channel communication between the HR provider, management and staff. They will manage the process of employee onboarding and offboarding utilizing our third-party software. Other ongoing tasks include, certification renewals, participating in filling out various company applications i.e. awards, RFP's, client documents and preparing for company monthly meetings. This person will work closely with the Director of Account Management, CEO and Director of Marketing. The ideal candidate will have a passion for helping maintain the already established company culture and be someone people feel comfortable coming to for help. We are looking for someone who is detail oriented but loves interacting with people at various levels and creating a safe but fun environment.

Primary Duties and Responsibilities:

- Manage relationship with outsourced bookkeeping service provider
- Lunch & meeting orders
- Mail/package distribution
- Office supply orders
- Participate in the completion of various applications and documents
- Manage slides for monthly company-wide meetings
- Send out internal staff communication as directed by management
- Visitor welcoming sign in/out (when back in the office)
- Internal event management (remote or in person)
- Initiate performance reviews utilizing software and working with management
- Onboard/Offboard new employees
- Working with outsourced vendor to deliver benefit management (health/dental/vision/401K)
- 25-30 hours per week

Qualifications:

- 3-5 years in a similar role
- 2-3 years of light bookkeeping in order to manage the outsourced vendor
- 3-5 years admin or office management experience
- 2-3 years of HR exposure
- Technology industry experience is preferred
- ConnectWise experience is preferred but not required

Skills:

- Must be highly organized
- Must be able to communicate effectively with Staff and C Level personnel
- Must have a sense of urgency
- Tech Savvy
- Detailed Oriented

Physical demands:

- Ability to periodically stand or walk
- Ability to bend, squat, climb stairs and lift periodically
- Ability to lift up to 50 pounds occasionally

Perks:

- Three different Aetna health plans, dental, vision and tax-savings health and commuter benefits
- 401k retirement planning opportunities, Divvy bike passes, cutting-edge training opportunities, company lunches and breakfasts, team awards, special company events and celebrations housed within a modern, cozy, work environment.

Visit <https://www.mxotech.com/about-us/careers/> for more information and apply to jobs@mxotech.com.