



## Office Manager

**Deadline:** Open Until Filled

**District/Organization:** EATON RESA, Charlotte, MI

**Position/Type:** Hourly/Full Time (210 Days Per Year)

**Salary:** \$21.32-\$29.73 (Based on qualifications)

### **Position Summary (See Job Description on Posting for Full Details):**

Under the overall supervision of the Director-Adult Education, the Office Manager performs a variety of clerical and administrative support duties related to the Adult Education program.

Provides assistance and support to the Adult Education program by managing multiple tasks, meeting deadlines, working independently and with a team, computer proficiency, strategizing implementing creative ideas to improve effectiveness or efficiency, and the ability to maintain confidentiality.

[Click Here](#) for more information on Job Posting and to apply online.

**E-mail:** [employment@eatonresa.org](mailto:employment@eatonresa.org)

**Website:** <https://www.eatonresa.org/>

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Revised: 11/30/2023