

# Office Manager

## Job Summary

We are seeking a dedicated Office Manager to efficiently manage administrative tasks, human resources, and school operations. This role is vital to maintaining a smooth and effective school environment.

## Qualifications

- Strong understanding of office management principles and HR practices
- Excellent organizational skills and attention to detail
- Strong communication and interpersonal skills
- Ability to handle confidential information with discretion
- Detail-oriented with strong technology skills
- Ability to work joyfully and diligently in a high-stress and fast-paced environment

## Responsibilities

- Oversee daily office operations, including scheduling, communication, and resource management
- Develop and maintain Standard Operating Procedures (SOPs) to ensure efficiency
- Manage service and lease agreements for office and IT equipment
- Train and support front desk personnel for optimal customer service
- Maintain accurate student records and manage key software systems
- Coordinate logistics for school events, field trips, and extracurricular activities
- Assist in recruiting, onboarding, and supporting staff
- Administer employee benefits programs in coordination with the finance manager
- Ensure staff are trained in security and emergency response procedures

## Requirements

- Bachelor's degree in Business Administration, Human Resources, Education, or related field
- Proven experience in office management or human resources, preferably in education
- Proficiency in Microsoft Office Suite, Google Drive, Hubspot and other office software

## About Us

At Trinitas Christian School our goal is to provide an excellent education founded upon a biblical worldview. All subjects are taught as part of an integrated whole, with the Scriptures at the center, serving as the hub of all knowledge. As a result, students learn

to interrelate and examine knowledge, allowing them to view their studies as a unified effort. The focus of this effort is to see God's sovereignty over all and to glorify Him.

### **What We Offer**

- Competitive compensation based on education and experience
- Tuition discounts for children and grandchildren of faculty and staff members
- A supportive, Christian community rooted in an established, classical school fully accredited by the Association of Classical Christian Schools
- Opportunities for professional development and growth
- The famous white sand beaches of Pensacola Florida.