

InNovo is looking for an Office Administrative Manager to join our growing organization in Orlando, Florida. The Office Administrative Manager will organize and execute day to day office administration duties, as well as develop procedures to ensure organizational effectiveness, efficiency and safety. This will include the development of intra-office communication protocols, streamlining administrative procedures, inventory control, be knowledgeable and experienced in keeping records in the company accounting software, and providing executive assistant support to the CEO and President of InNovo.

We are looking for an energetic self-starter who doesn't mind wearing multiple hats! As our team continues to grow, this person would transition to an office staff supervision and task delegation role, while assisting in finding new talent to join our team. Experience in handling a wide range of administrative and executive support related tasks and the ability to work independently with little or no supervision is necessary. If you are well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people, please consider submitting your resume!

Responsibilities include:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- In the future, supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support and manage company records including timesheet, and expense reports
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Manage inventory of office supplies and equipment
- Place orders on office supplies and equipment when necessary
- Manage business and professional license and certificate renewal schedules
- Interact with clients to coordinate meetings or service
- Assist clients and colleagues whenever necessary

Required Skills and Experience:

- At least 5 years of proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Ability to monitor Company website and social media accounts
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office Suite
- Excellent experience in QuickBooks
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- The candidate must be process-oriented with sound judgment, attention to detail, accuracy, and follow-through including the flexibility to perform in an ever-changing work environment.

**Send your resume to [mgross@innovopartners.com](mailto:mgross@innovopartners.com)**