

HEART
TO 
BEAT LLC
Safety Training, Consulting & Equipment

Job Title:

Office Manager

Reports To:

The Office Manager reports to the CEO and Partner.

Classification:

Non-Exempt

Job Overview:

As a full-time or part-time (25-30 hour) position with Heart To Beat LLC, the Office Manager reports to the CEO and Partner. The Office Manager is responsible for the day-to-day operational duties at the HQ of the Company. The Manager plays a critical role in organizational scheduling, bookkeeping, accounts payable, accounts receivable, the learning management system (LMS), marketing.

Responsibilities and Duties include but are not limited to:

- Schedules and confirms all training and installations with HTB team members and clients.
- Prepares bids and proposals for clients' work, which are sent to the CEO for approval.
- Interfaces directly with HTB suppliers and vendors related to ordering, shipping, and billing.
- Performs monthly inventory counts and maintains appropriate levels of same.
- Ensures Company invoices are paid in a timely manner.
- Follows up with clients on outstanding receivables.
- Coordinates and/or leads projects with outside vendors, such as brochure and website updates.
- Manages calendars including scheduling meetings for the CEO and Partner.
- Oversees Company vehicle scheduled maintenance.
- Coordinates state registration requirements with the Company's outside consultant.
- Oversees incoming products and supplies throughout the week.
- Manages the Company's cloud-based filing system.
- Policy and procedure documentation.
- Facilitate new-hire orientation
- Periodically work in the field in support of in-person training at client sites.
- Administrative duties as required

Qualifications:

- High School Diploma or greater.
- Must currently possess or obtain American Heart Association (AHA) or American Safety and Health Institute (ASHI) CPR/AED/First Aid certifications within the first 60 days of employment, provided by Heart to Beat.
- Excellent MS Office skills, including Word, Excel, PowerPoint, and Office 365.
- Ability to speak confidently and professionally in a business setting.
- Ability to lift 20 or more pounds independently.
- Must be enthusiastic, responsible, articulate, flexible, and well organized.

- Must have the ability to work from the Company's Owings Mills office most of the time.
- Valid Driver's License and clean driving record.
- Successful completion of Pre-Employment Screening background check and drug test.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position may require occasional lifting of products weighing up to 20 pounds.

Position Type and Expected Hours of Work

This is a full time or part-time position estimated to be at least 25 hours per week. The Company may periodically request evening and/or weekend work, estimated to be 2-3 hours at a time.

Travel

This position rarely requires local travel other than to and from the Company's office.

Work Authorization/Security Clearance

All employees must complete I-9 authorization within first three days of employment.

AAP/EEO Statement

Heart To Beat is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, veteran status, national origin, age, disability, or any other protected classification.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____