



1126 Albany St. ● Brunswick, GA 31520

www.brunswickpha.org ● (912) 265-1334 Phone ● (912) 265-1280 Fax

JOB DESCRIPTION:	CENTRAL OFFICE MANAGER		
DEPARTMENT:	ADMINISTRATION	REPORTS TO:	DIRECTOR OF HUMAN RESOURCES
EMPLOYMENT STATUS:	FULL-TIME	FLSA STATUS:	EXEMPT
DATE CREATED:	8/30/2022		

Position Summary

The Central Office Manager is responsible for overseeing the daily operations of the Brunswick Housing Authority's Central Office and its various departments. The Central Office Manager will communicate with department heads as well as team members to ensure the office needs regarding supplies, schedules, travel, mail, calendaring, registrations, etc. are met on a daily basis.

Responsibilities

- Keeps staff memberships up-to-date (GAHRA, SERC/NAHRO, PHADA, etc).
- Responsible for corporate registrations for various entities.
- Responsible for the record retention policy and log of items stored offsite.
- Conducts daily mail run, responsible for opening, sorting, logging, and routes incoming mail, faxes, internal memorandums and other publications.
- Contact person and responsible for the operation of the postage machine, copiers, vending machines etc.
- Maintain the office calendar for training and conferences.
- Responsible for the ordering of all office and cleaning supplies.
- Maintains the bank requisitions.
- Acts as the back-up for the receptionist.
- Receives the purchase orders created by the IT department.
- Maintains spare key inventory.
- Maintains the company vehicles files and ensures the tags, registration, and insurance is maintained.
- Coordinates refreshments and or lunches for meetings, trainings, or workshops as approved.
- Schedules appointments for pre-employment screenings.

Education and Experience

- High School Diploma or GED required.
- 5 years of experience in office administration.



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- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Excellent time management skills.
- Ability to multitask and prioritize work.
- Exceptional organizational skills.

Knowledge and Skills

- Thorough knowledge of generally accepted business principles, practices, and techniques.
- Thorough knowledge of general office procedures, and practices, including Business English and math.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Ability to communicate clearly, concisely, orally, and in writing.
- Ability to establish and maintain effective working relationships with co-workers and persons outside the Agency.
- Intermediate mathematical ability for working with real numbers, fractions, percentages, ratios/proportions and measurements.
- Must be knowledgeable in State requirements regarding Sales and Use Tax, 1099 IRS rules and general accounting principles.
- Intermediate writing skills necessary for report writing, business letters, expositions and summaries with proper format, punctuation, spelling and grammar, using all parts of speech.
- Considerable skills in operating appropriate Agency computer equipment, applicable software such as Microsoft Outlook, Excel and Word and general office machines including 10-Key calculator.
- Ability to deal effectively with sensitive and confidential information.
- Ability to establish and maintain effective, professional and tactful working relationships with co-workers and persons outside the Agency.

Physical Requirements

- Must be able to simultaneously sit and/or stand for up to eight hours at a time while performing work duties.



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- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
- Must be able to bend, stoop, push, and pull in the performance of office-related duties.
- Must be able to use fingers bilaterally and unilaterally to operate office equipment.
- Must have vision and hearing corrected as needed to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must be able to maintain punctuality and attendance as scheduled.
- An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

Supervisory Controls

The employee receives instructions from the Director of Human Resources. Courses of action, deadlines and priorities are established by policy, procedure, rules or regulations, depending upon the assignment. Routine duties are initiated by the employee without direct supervision. The employee has no supervisory duties.

Work Environment

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

Other Requirements

- Must possess a State of Georgia driver's license and maintain a good driving record.
- May be required to work an unusual work schedule.
- Must work with the highest degree of confidentiality.
- Must be available for occasional overnight travel for training.
- Must pass employment drug screening & criminal background check.
- Ability to be covered under the Agency's vehicle insurance policy and fidelity bond.



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The Brunswick Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Brunswick Housing Authority is on an “at-will” basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Read and Acknowledged

Employee Signature _____
Date

Employee Name [printed]