



## Position Description

<b>Institute Title :</b>	Office Manager, Melbourne Beach, Florida
<b>Job Classification:</b>	Full time exempt
<b>Immediate Supervisor:</b>	Executive Director of Florida Development
<b>Salary Range:</b>	<b>\$35,000 – 42,000</b>

### Job Summary:

Under supervision of the HSWRI Executive Director of Florida Development, this position performs, coordinates and oversees standard administrative duties in support of office and laboratory operations. This person also provides support to the HSWRI Facilities Manager and Information Technology Director. Position is based in Melbourne Beach, Brevard County, Florida, but provides occasional support to a satellite office in Orlando, Florida.

### Responsibilities

#### Administrative Support

- Perform a wide variety of administrative and logistic support duties as required by daily operations. Activities include but are not limited to mail distribution, reception and telephone response to public query, files maintenance, vehicle licensing and renewal, invoice response, scheduling and donor record keeping.
- Assist the Executive Director of Florida Development in the coordination of HSWRI special events, trustee relations, development activities and Hubbs Florida Ocean Fund/ Discover Florida's Oceans license plate special projects.
- Assist with the development of administrative, safety, and facilities budgets; monitor and justify expenditures.
- Assist with solicitation and analysis of bids, conduct interviews and recommend prospective contractors and service providers for a range of administrative and facilities needs.
- Maintain required documentation for all external and internal inspections and permits.

## **Facilities and Safety Support**

- Under the direction of the Facilities Manager, install, maintain, move, repair, and remove equipment and utilities within the building through limited personal work or by coordinating the work of contractors and service providers.
- Work with the Facilities Manager to plan, secure approval of and implement preventative maintenance program for Florida facilities. Maintain current facilities including preventative maintenance, repairs and housekeeping through limited personal work and by coordinating the work of contractors.
- Perform periodic inspections to ensure safe and efficient operation of HSWRI facilities (buildings, grounds, vehicles, vessels) and compliance with local, state and federal requirements. Correct any non-conforming situations in a timely manner.
- Coordinate contractors, electricians, housekeeping/janitorial functions, landscaping maintenance, painting and repairs and related services. Monitor work of contractors and service providers for completion, track costs and maintain related records. Evaluate completed work for conformance with proper procedures and standards of quality and safety.
- Review proposals, event prospectuses and related documents and recommend space assignments to the HSWRI management team. Monitor progress of students and volunteers using HSWRI facilities.
- Oversee and prioritize maintenance of all Institute vehicles and vessels. Manage the Institute's motor carrier program.
- Serve as liaison with security contractor to respond to emergency calls. Maintain on-call status for security and facilities emergencies as needed. Monitor code access and security system.
- Under the direction of the HSWRI Safety Officer, act as the Florida Safety Coordinator and work with management and administrative personnel to implement policies and procedures which ensure a safe, productive and cost-effective work environment consistent with federal, state and local laws.
- Manage the inventory and storage of hazardous materials, with an emphasis on materials related to facilities operations and field and laboratory research (e.g., sharps management).

## **Information Technology Support**

- Under the direction of the HSWRI Information Technology Director, assist with maintenance and improvement of network hardware and software, cell-phone systems and voicemail. Assist with associated vendor relations, with purchasing, and with maintenance of warranties and licenses.

- Assist the Information Technology Director with purchase, configuration and installation of computer workstations, computer peripherals (e.g., printers) and communications hardware.
- Assist the Information Technology Director with regular e-mail and data server back-ups and with scheduling and implementation of regular system maintenance.
- Assist the Information Technology Director with routine trouble-shooting of computer network and workstation hardware, communications hardware, computer software and IT services.

### **Other**

- Perform special projects and similar additional duties as requested.

**Qualifications:** Hardworking individual with the ability to work both independently and as part of a team.

- College degree preferred
- Excellent customer service skills
- Strong oral and written communication skills.
- Detail oriented, possessing excellent organizational skills
- Demonstrated ability to achieve results collaboratively and to work independently as required.
- Demonstrated ability to exercise good judgment and discretion in handling sensitive and proprietary business information
- Demonstrated ability to manage multiple complex projects and respond quickly to changing issues and priorities.
- Ability to plan and organize a varied workload and to coordinate the work of contractors and service providers with only indirect supervision.
- Must be a self-starter who can work well with people at all levels both in and out of the organization. Maintains professional demeanor and can communicate effectively with senior management.
- 1-3 years of related experience in office and laboratory facilities management and safety.
- Knowledge of computers and peripherals (e.g., printers, copiers) and communications equipment (e.g., cell phones) and services
- Strong PC skills, including use of Microsoft Windows and Microsoft Office; experience with CAD-CAM software desirable
- Familiarity (or ability to become familiar) with local building codes and current health and safety regulations.

**Physical Requirements and Working Conditions:**

- Must possess mobility to work in a standard office and laboratory setting and to use standard office and laboratory equipment, including a computer
- Ability to attend meetings at various sites within and away from central Florida
- Ability to lift 50-pound box and load and unload vehicles, including small boats
- Vision to read printed materials and a computer screen; hearing and speech to communicate effectively in person and over the telephone
- Indoors 75% of the time. Outdoor activities (25%) may include facilities inspections, maintenance, installation; assisting with set-up, staffing and clean-up of special events and field trips, hiking on flat terrain; vehicle activities; boat activities under the supervision of an authorized HSWRI boat operator
- Ability to travel locally, regionally and nationally and access to reliable vehicle for this purpose
- Availability to attend evening and weekend events and meetings

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals to perform these essential functions.

Hubbs-SeaWorld Research Institute is an Equal Opportunity Employer. We offer a comprehensive competitive benefit package that includes health, vision, dental, and retirement along with sick, vacation, and holiday pay. To apply for this position, please contact our Human Resources Department by faxing your resume to 619-226-3944 or via email to [hr@hswri.org](mailto:hr@hswri.org). In the subject category, please reference Office Manager – Melbourne Beach, Florida.