

## **Office Manager Arrowhead Cooperative**

Arrowhead Cooperative is seeking an Office Manager that is professional, detail oriented and organized with exceptional communication skills to serve as the lead of HR, IT and Administration. Primary duties include:

- Management of all aspects of Human Resources including onboarding, benefit administration and employee relations with Union and Non-Union staff.
- Overseeing all information technology infrastructure in cooperation with our third-party IT consultant to ensure a healthy, reliable, and secure network.
- Handle day to day administrative tasks including office operations, coordinating meetings, supporting the Board of Directors and ensuring Cooperative policies are up to date.

To qualify, candidates must have a bachelor degree and at least 4 years of experience in a Human Resources or similar role. Preferred candidates will have a degree in Human Resources or a related field or an equivalent combination of education and experience with working knowledge of employment laws and best practices. A successful candidate will have working knowledge of office practices and record-keeping, excellent communication and organizational skills, and have the ability to prioritize and work with minimal supervision. Must be proficient in Microsoft Office Suite or similar software.

Arrowhead Cooperative provides a dynamic fast-paced team environment with competitive pay and excellent benefits.

For more information regarding our open position and Arrowhead Cooperative, please visit our website at [www.arrowheadcoop.com](http://www.arrowheadcoop.com). To apply, please e-mail your resume by October 31, 2023 to: Jenny Kartes, [jkartes@arrowhead.coop](mailto:jkartes@arrowhead.coop). An EEO/AA Employer. No agencies please