



OFFICE MANAGER

Tandem Investment Advisors, Inc. (Tandem) is seeking an Office Manager to work collaboratively with a highly driven, client-focused team to create a best-in-class experience for both our clients and associates. The area of responsibility for this role is very wide, therefore the ideal candidate must thrive in a fast-paced environment and have a passion for developing new skills and improving efficiency. The Office Manager will play a key role in ensuring that our business is well-coordinated and productive.

A DAY IN THE LIFE OF THE TANDEM OFFICE MANAGER:

- Work both independently and part of a collaborative team to achieve results
- Serve as point of escalation on daily issues as they arise
- Oversee HR related functions (Onboarding, Training, Point of Escalation)
- Manage relationships with external partners and vendors
- Identify and target areas where the Firm can improve office efficiency
- Develop office policies and procedures and ensure they are implemented appropriately
- Support Senior Leadership with new initiatives and firm goals
- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Manage office supplies inventory and place orders as necessary
- Greet visitors, answer phone calls and deliver world-class service to our visitors
- Receive and sort incoming mail and deliveries and manage outgoing mail

QUALIFICATIONS:

- Must have exceptional attention to detail
- Must exhibit strong organizational and time management skills and ability to prioritize
- Must be a self-starter and driven
- Must possess excellent communication and interpersonal skills
- Must possess strong problem-solving skills and analytical abilities
- Must possess superior proficiency with Microsoft Office applications, specifically Word, Outlook and internet applications

BENEFITS:

- Benefits package includes 100% employer paid medical, dental, vision, term life and long-term disability insurance
- Once eligible, ability to participate in Tandem's 401k Safe Harbor Profit Sharing Plan and receive a nonelective 3% employer contribution toward your 401k plan

*To apply for the Office Manager position, please visit our website
www.tandemadvisors.com/careers to apply online.*