

Renovia Success Profile

Role/Title: Office Manager	Department:	Location: Indianapolis, In
Reports To: Matt Rolfsen		
<p>Renovia is a nationwide, award-winning customer experience provider in commercial painting and related services.</p> <p>Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.</p> <p>At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.</p> <p>For more information about Renovia, visit www.renovia.com</p>		
<p>A. <u>Job Summary:</u> The role of Office Manager is responsible and accountable for maintaining a high functioning work environment, and ensuring overall organizational effectiveness, communication and safety. Focus and responsibilities include human resources, event planning, office administrative tasks, and assisting the President of Renovia.</p>		
<p>B. <u>Job Responsibilities</u></p> <ol style="list-style-type: none"> 1. Manage office administration tasks such as ordering supplies, coordinating main Renovia office calendar and events calendar and maintaining office cleanliness and building functions. 2. Hold bi-monthly meetings and maintain constant communication as the Site Point of Contact for the Indianapolis office as well as other Renovia offices as assigned. 3. Welcome new staff, explain new hire paperwork for financial and benefits needs, this includes reviewing standard Renovia practices and getting to know individual needs in all offices. 4. Conduct yearly benefits training for all employees, including updates on changes, yearly sign ups, and main point of contact for all questions in health, vision, dental, life, HSA account, and retirement accounts. 5. Review yearly employee benefits for insurance, dental, and vision. 6. Maintain relationship with apparel vendors, approve orders for employees, design and create giveaway items and Renovia logo wear/accessories 7. Plan and coordinate logistics for all company events such as Kick off meeting, Mid-Year meeting, Company Picnic, Spring Retreat , Christmas party, onsite training, etc. 8. Plan outreach events and serving opportunities which includes meeting with potential charities and organizations, communicating with team, and creating simple and easy instructions for event attendees. 9. Assist Renovia President with calendar planning and meeting schedule, help with communication to all Renovia team members, research new ideas in coordination with others on the team, assist in miscellaneous items. 10. Maintain a log of leased and owned Renovia vehicles. 11. Coordinate and purchase monthly hot breakfast items, Monday morning breakfast, and update and create HUDDLE presentation. 		

12. Attend meetings and keep notes, plan location and logistics for meetings for both off and on-site dates.
13. Maintain an updated list of all birthdays, anniversaries, marriages, and spouses and purchase gifts for various life events.

C. Competencies/Skills Required

1. Independent Decision Making & Judgement

- Make timely, informed decisions that consider the facts, goals, constraints, and risks
- Make decisions regarding events, outreach planning, administrative tasks with authority
- Carry out major and minor assignments regarding the operation of the business
- Discern when and to deviate from established policy and procedure if needed
- Plan and execute long and short-term business objectives with vision from Lead team.

2. Attention to Detail

- Attend to details and pursues quality in accomplishing tasks
- Create ideas and plans for correcting issues or handling daily tasks.
- Develop a thorough plan of action with reachable tasks and goals to obtain the overall goal
- Demonstrate patience and determination so that it can be resolved accurately.
- Utilize the programs and tools Renovia has in place to achieve the results in a more efficient manner

3. Planning & Organizing

- Coordinate ideas and resources to achieve goals
- Plan with outcomes and goals in mind
- Communicate clearly with lead team, President, and staff
- Ensure adequate and optimum utilization of resources
- Forecast a year out for company events, outreach events, and team meetings

4. Self - Management

- Manage own time, priorities, and resources to achieve goals
- Maintain strong people skills and high emotional intelligence to make collaborative decisions for Renovia
- Research new and innovative ways to improve efficiency in the workplace in all offices in regards to HR, Office Administration, and Events

5. Teamwork

- Promote cooperation and commitment within a team to achieve goals and deliverables
- Communicate positively regarding staff involvement with Lead team initiatives
- Create an environment of problem solving and conflict management

- Listen actively to team members, Lead team, and vendors
- Maintain flexibility listen to different points of view compromising when needed

6. Advocate Causes

- Influence others to act in support of ideas, programs, or causes.
- Communicate clearly in regards to change, announcements, or policy reviews
- Take the time to understand the passions and ideas surrounding company events, outreach ideas, and giving events.
- Persuade others when needed

7. Training & Presenting Information

- Deliver information to groups and individuals
- Educate on the topic of training
- Enlist a range of training tools and techniques (Workshops, presentations, one –on–one, etc.)
- Demonstrate good presentation and communication skills to deliver an effective training
- Organize the venue and goals for each training or presentation to ensure an effective use of time.

D. Education/Knowledge/Requirements

- Bachelor’s Degree Preferred
- Previous Experience of 5 years minimum

Outcomes/Measures of Success*