

Position Description: Office Manager

Company: Kansas Building Science Institute (KBSI) is a building science training and consulting firm based in Manhattan, Kansas. Established in 1997, the mission of KBSI is to teach the residential building industry about energy efficiency through courses ranging in length from one to five days.

Position: Office Manager

Position Description: Provide assistance to the president and staff of the Kansas Building Science Institute. Duties include:

- Answering and directing telephone calls
- Receiving and confirming class registrations
- Maintaining database of course participants
- Generating and mailing training correspondence and certificates
- Assisting in the setup and hosting of training events, including preparation of refreshments, arranging for meals, and cleanup
- Greeting and welcoming course participants
- Preparing promotional mailings
- Data entry
- Making travel arrangements for staff

Skills Required:

- The ability to interact well with people
- Ability to master a small-office (three-line) telephone system with voice mail
- Ability to work with Microsoft Office Software (Outlook, Word, Excel, Powerpoint, Frontpage)

Time Commitment:

- Minimum of 24 hours per week up to 40 hours per week, depending on scheduled events and workload

Pay:

- \$13.50/hr for qualified applicants

Benefits:

- SIMPLE IRA with Company matching
- No health insurance at this time

How to apply: Submit letter of application describing interest in position, resume and three references by e-mail to kbsi@cox.net, or mail to PO Box 1264, Manhattan, KS 66505-1264, or fax to 785-537-2440.

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