

# Oklahoma Beef Council

## Job Description-Office Manager

### Responsibilities for Office Manager

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Provide support to third-party accounting firm for accounts payable and receivable
- Manage office supplies and program information. Place orders as necessary
- Perform receptionist duties: greet visitors, and answer and direct phone calls
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Identify opportunities for process and office management improvements, and design and implement new systems
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- Provide support for program staff and contractors
- Coordinate trade show materials and activities
- Coordinate and monitor all beef checkoff collections and compliance efforts for the OBC with the OBC Field Representative including maintaining records for OBC compliance software
- Interpret federal rules and regulations regarding the beef checkoff to collecting points. Send quarterly report to CBB for settlement of late fees

### Qualifications for Office Manager

- 2-5 years of work experience in an administrative/office management role
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities

- Must be proficient with Microsoft Office and Google products
- On a limited basis, must be able to work some nights and weekends and travel in Oklahoma.
- Agriculture experience preferred.

#### Application Process:

- Candidates interested in this position must submit a cover letter and resume to [hbuckmaster@oklabeef.org](mailto:hbuckmaster@oklabeef.org).
- Applications are due by July 5, 2022

*The Oklahoma Beef Council is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, or veteran status.*