

JOB ANNOUNCEMENT

Title: Office Management Assistance I**Division:** Occupational Therapy Training Program**FLSA:** Non-Exempt**Supervisor:** Administrative Manager/ Ellen Garcia**Pay Scale:** \$21.00 - \$25.00 (PT Potential to turn into FT)**Posted:** May 2025

▪ Summary

Under the direction of the Administrative Manager, the Office Manager Assistant will be responsible for assisting in maintaining the overall condition of the office environment, as it relates to supplies and equipment, cleanliness, and safety.

▪ Essential Functions

- Monitor all copiers for all paper and staple supplies, 1-2 times daily.
- Order and replace the copier toner, staples and waste basket as needed.
- Monitor inventory of clerical and office supplies daily or every other day.
- Order clerical and office supplies, as needed, and in a timely manner so as not to inconvenience or slow down work in the office for staff.
- Assist with ordering and receiving therapeutic supplies with the Division Director's approval.
- Research for best price (s) on office supply costs with the goal of saving money annually, allowing OTTP to maximize funding dollars.
- Maintain inventory and organization of craft supplies and games. Verify on a quarterly basis that all pieces are there and send out reminders to staff to return games for others to use.
- Receive incoming parcels, then complete an inventory of the orders and stock shelves ASAP.
- Replace ink cartridges for all printers.
- Orient and advise new and existing staff, visitors, interns etc. (as needed) in the location of supplies and office protocol and procedures.
- Assist staff with computer set up, computer issues and printer issues by working with Bello Technologies to increase productivity and lower outside consultant costs.
- Make employee badges for OTTP staff and interns.
- Give Office tours to new hires and interns.
- Prepare the new hire desk with computer set up, printer set up and office supplies.
- Assist staff and interns on Outlook email and the server.
- Assist staff and interns on using functions of OTTP phones.
- Set up a staff conference room as requested for meetings, luncheons etc. which could include moving tables and chairs, and washing off tables and chairs. This could also include food and drink set up the night before or the day of the event. This may include a power point projector and laptop setup as well. Seek assistance from the office management staff with furniture rearranging when needed.
- Clean up and rearrange the conference room furniture as needed after meetings. Do a walk-through for cleanliness on tables, chairs, and carpet.
- Wipe and sanitize doorknobs.
- Once per month, check and/or tighten all the steno and stack chairs for safety.
- Monitor, stock, clean, address issues, and miscellaneous in all kitchens and Youth Center kitchen especially due to client consistent use on a daily or weekly basis.
- Weekly cleaning, disinfecting and discarding old food in all refrigerators.
- Set up for OTTP Life Group before the group starts.
- Sanitize toys and clean up the Receptionist area and Youth Center.
- Straighten up the meeting rooms and the Music room.
- Oversee care of office plants in lobby. Care includes watering regularly and pruning as needed.
- Monitor, check, and sign off (initial/date) all fire extinguishers for the office and vans on the first business day of each month.
- Maintain roll call on Field Trips attendance reported by staff. In charge of Field Trips transportation release form's location and filing.
- Keep storage rooms organize, retrieve and take Holiday items to and from Storage.
- Driving is a required aspect of the job. Example: Must drive to multiple destinations to purchase office supplies / kitchen supplies.
- Pick up and drop off checks and documents at SSG Core office, as needed.
- Assist with or perform other, miscellaneous projects and additional duties.

- Interface daily with Administrative Manager regarding updates, new issues, etc.
- Prioritize office requests and needs, both verbal and written and consult the appropriate supervisor, Administrative Manager, managers, or division director when needed.
- Interface by phone, email and occasionally in person with the companies and vendors we communicate with and order office supplies.
- Be responsible for monitoring/stocking certain assigned supplies and for secured items such as laptop, MIFI and cell phones, etc.
- Attend appropriate meetings as needed.
- Interface with the division director and department managers, as needed, regarding office/staff needs, and policies and procedures implementation. Assist the division director and department managers and carry out directives when needed.
- Troubleshoot and remedy problems related to safely and efficiently managing the office.
- Arrange/rearrange/organize/reorganize office furniture, supplies, tools, etc.
- As able, assess spatial needs and efficiency concerns within our offices as related to orderly and safe function and time management for staff.
- Carry out maintenance activities such as installing cork boards, removing, relocating, or replacing computers and printers, minor repairs of all sorts when capable and activity is safe.
- Compose emails, maintain inventory spreadsheets and create forms as needed.
- Assist with moving heavier objects as needed using proper body mechanics, tools or assistive devices, protective devices (such as a back brace, rolling cart or dolly).
- Regular attendance required
- Maintain and uphold Agency mission statement, value, policies, procedures and principles,
- Other duties as needed.

Secondary Functions

- Answers phones at the Receptionist desk and greet the public.
- Distributes all e-faxes to staff and interns.
- Responsible for distributing deliveries received.
- Schedules meetings on the Outlook Meeting Room and Conference Room Calendars.
- Attend Safety Meetings on Zoom and at SSG on a quarterly basis, as needed.
- Assist with Safety All Staff Trainings and Drills
- Assist with various gift cards distribution, photocopying and buying them.
- Assist with mileage, expense checks data entry on excel spreadsheet.
- General Administrative tasks as assigned from management.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- High School Diploma with 3 years office management experience
- AA degree 1 year office management experience
- Necessitates tremendous organizational skills, excellent attention to detail and the ability to perform multiple tasks successfully.
- Verification of Employment Eligibility and Background Check
- Ability to prioritize assignments/projects and meet deadlines.
- Ability to work independently with minimum supervision as well as working as a team.
- Ability to exercise good judgment in making decisions.
- Experienced on Microsoft (MS) Word, (MS) Excel, (MS) Outlook, (MS) Power Point
- Ability to demonstrate excellent written and verbal communication skills.
- Ability to work with diverse populations.
- Good communication skills when working with others on the telephone and in person.
- Valid California Driver's License, Proof of Car Insurance, Reliable transportation.
- Ability to work late evening hours till 7 PM

- Supervisory Responsibilities

The incumbent in this position does not have any supervisory responsibilities.

- Environmental Conditions (Working Conditions)

The environment for this position is an office environment as well as the community. Driving is required when in the field, own transportation is required.

- Physical Requirements

In the course of performing this job, there will be standing, walking, bending, sitting and driving required. Throughout the day, the incumbent can carry (max. 25lbs) and move office furniture/equipment. File 383

- Mental Requirements

The incumbent in this position must be able to handle any/all the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think, conceptualize and handle stress

Contact Information

Occupational Therapy Training Program a Division of Special Service for Groups, Inc.
879 W. 190th Street Suite 350 Gardena, CA 90248
Fax 310 323-1570
egarcia@ottp.org

Please email or fax your resume to Ellen Garcia at the above fax number and/or email address. Please do not call.
The Post Date is May 2025, and the post will end once the position is filled

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