



Office of Diocesan Properties
Office Manager

The Roman Catholic Diocese of Charlotte is currently accepting resumes for the position of “*Office Manager*” to work within the *Office of Diocesan Properties*. The Office Manager will be required to perform a wide range of administrative and office support activities for the *Office of Diocesan Properties* to facilitate the productive and efficient operation of the department. The Office Manager is responsible for developing and maintaining office procedures, communication protocols, streamlining administrative procedures, overseeing inventory control, and efficiently and effectively supporting all division leaders. The office manager shall be well organized, flexible, and professional in handling a wide range of administrative and executive support related tasks.

Requirements include:

- Associates degree or greater in associated field preferred.
- 5+ years minimum related experience.
- Strong knowledge of the principles and practices of proper office management.
- Advanced level of proficiency in Microsoft Office products including Word, Excel, PowerPoint, Outlook, and Adobe Acrobat Pro.
- Strong knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Strong knowledge of accounting principles, and the reporting of financial data.
- Strong inter-personal communication skills – both written and verbal.
- Strong critical thinking and problem solving skills.
- Ability to work both independently and with a team.
- Must have a service oriented attitude that actively looks for ways to help others

To apply, please email a cover letter, resume and salary history to PropDirector@RCDOC.org.

**** The Diocese of Charlotte is an Equal Opportunity Employer ****