



## **Office Manager**

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking an experienced, detail-oriented, and enthusiastic administrative professional to join our growing team as Office Manager. The Office Manager will develop and maintain high standards for CPA's headquarters and ensure an efficient working environment for our team and positive image for our brand. The Office Manager will organize office operations and procedures, establish and administer company policies and practices, and provide general office support to ensure smooth operations of the office.

### **Who You'll Work With**

The Office Manager reports to the Vice President, Data, Technology, and People, who currently manages CPA's administrative services. You will work closely with all CPA staff and ensure the smooth functioning of the CPA office.

### **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **Culture**

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

## **Successful Candidates Must Demonstrate the Following Abilities:**

- Be a strong writer who can write compellingly and clearly
- Enjoy engaging with passionate internal and external stakeholders
- Have a high tolerance for uncertainty but know how to bring things to resolution
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment
- Work well on diverse teams and with consultants
- Be able to interpret and explain policies, procedures, and regulations
- Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on policy and guidelines and maintain complex records

## **Duties and Responsibilities**

- **General Office Support:**
  - Serve as point person for maintenance, mailing, shipping, supplies, equipment, bills, errands, and all other office needs, including interactions with on-site property management, building landlord, and security.
  - Responsible for developing and implementing and overseeing adherence to office policies and procedures to guide the operation of the office, including COVID-19 protocols.
  - Maintain inventory, anticipating supply needs and managing supply order/procurement process.
  - Compose a variety of correspondence often of a highly confidential or sensitive nature.
  - Provide support to group meetings and conferences by ensuring all Conference Rooms are prepared for meetings. Responsibilities may include arranging meetings, including logistics, and all necessary materials.
  - Manage contract and price negotiations with office vendors or service providers.
  - Implement procedural and policy changes to improve operational efficiency.
  - Prepare operational reports and schedules to ensure efficiency.
  - Design and implement filing systems; ensure filing systems are maintained and current.
  - Ensure security, integrity and confidentiality of data.
  - Continual analysis and monitoring of internal processes.
  - Coordinate with IT department on distribution and maintenance of office equipment.
  - Maintain a safe and secure working environment.
  - Answering questions about the organization and other information as needed; assisting receptionist as needed by welcoming on-site visitors, determining nature of business and announcing visitors to appropriate

team members; and monitoring visitor access when required according to Company standards.

- Serve as a point of contact for internal staff for administrative inquiries.
- Responsible for coordinating office events.
- Provide customer assistance for account inquiries, as needed.
- **Record Keeping:**
  - Make appropriate recommendations for changes in updating clerical, secretarial and administrative office procedures, as necessary.
  - Organize and maintain office files, including correspondence, records, etc., following up with internal or external stakeholders on pending matters and ensuring retention of reliable data.
- **Legal:**
  - Collaborate with the General Counsel and other staff to meet the legal requirements related to public records, governance, or other legal requirements as may be directed by the General Counsel.
- **Administrative (Until all Administrative Positions are filled):**
  - Organize files, create correspondence, prepare reports and documents, and offer general staff support.
  - For multiple managers, coordinate communication between various functional units, maintain calendar, schedule meetings, manage conference room reservation process, distribute reports and keep all parties informed of general business operations.
  - Manage expenses and expense reports for multiple managers.
  - Make travel arrangements and generate itineraries, as needed.
- **Other duties as assigned.**

## **Qualifications**

- Candidates can have a bachelor's degree in Business Administration, or at least 2 years experience in lieu of a bachelor's degree.
- Start-up experience is highly desired.
- Must be able to sit at a desk and work on a computer for prolonged periods.
- This position is required to be in the downtown Los Angeles office daily from 8:30 am to 5:30 pm.

## **Required Skills**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to prioritize multiple competing responsibilities and work efficiently in a fast-paced environment.
- Ability to act with integrity, professionalism, and confidentiality.

- Ability to build strong, collaborative working relationships across all levels of the organization.
- Strong judgment and a high level of confidentiality when dealing with sensitive information and business matters.
- Proficient with Microsoft Office Suite and Adobe Pro software.
- Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation.

### **Salary and Benefits**

1. The salary range for this position is \$64,820-\$87,950, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should apply at

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3582038](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3582038).

The start date for the position is tentatively scheduled for July 2021 and will remain open until filled.