

## Office Manager

### About RenPSG

Headquartered and operated in Indianapolis, Indiana, RenPSG is the largest independent philanthropic solutions provider in North America. With more than 30 years of industry knowledge and experience, RenPSG delivers custom solutions that include tax expertise, accounting support, and impeccable client service. We count financial services firms, elite nonprofit organizations, and leading community foundations as our partners. Currently, RenPSG services \$18 billion in assets.

### Office Manager Description

The office manager position is responsible for overall front office activities, including the reception area, mail, document imaging and storage, supplies, and general facilities. Additional responsibilities include completion of administrative tasks to support trust service operations and institutional client services.

### Duties & Responsibilities:

- Supervises staff and activities for the Office Administration team.
- Manages the reception area to ensure effective telephone and mail communication both internally and externally to maintain professional image.
- Supervises the mail room staff and processes, including overseeing equipment usage and maintenance
- Assists with or completes administrative work including data entry, email, basic account research, and document preparation.
- Completes daily tasks and meets other deadlines in a timely manner to deliver service excellence
- Participates as needed in special department projects.
- The position is full-time and requires additional time during peak months of the charitable giving and tax preparation season.

### Education and Experience

- Bachelor's degree preferred
- At least two years supervisory or team lead experience.
- Working knowledge of mail processes such as postage machine, FedEx and UPS.
- Self-motivated, resourceful, and possesses a desire to learn
- Critical thinking, analytical, and problem-solving skills
- Precise attention to detail, strong time management, and organization
- Excellent communication and interpersonal skills
- Strong business ethics and personal integrity
- Microsoft Office Suite experience – specifically Excel.