



NOW HIRING: OFFICE MANAGER

JANUARY 22, 2020

Company: Bluum, Inc.
Location: Downtown Boise, Idaho
Employment Status: (30 to 40 hours/week)
Starting pay: Based on experience
Benefits: Medical, Dental and Vision insurance, HSA account with employer contributions, 403(b) Retirement Plan with 5% employer match, 3 weeks paid time off per year, paid holidays.

WHAT WE DO:

Bluum is a rapidly expanding Boise-based, mission-driven, education non-profit committed to ensuring Idaho's children reach their fullest potential by cultivating great leaders and innovative school models. Our growing team of finance professionals provides quality accounting, operational and compliance support to K-12 public charter schools across Idaho. Bluum services empower school leaders to spend less time worrying about the "back office" and more time on task – educating students and changing lives.

JOB RESPONSIBILITIES:

- **Support Bluum:** Assist Bluum team with managing mission critical deadlines; schedule meetings, track attendance and prepare materials for meetings; travel planning and itinerary development; and conference/meeting planning as needed. Support consulting team including logistics, materials preparation, candidate communications, and manage deadlines and timelines.
- **General Office Support:** Provide general office support including: greeting guests, ordering office and kitchen supplies, mail processing and distribution, manage subscriptions, printing and photocopies, updating contacts and mailing lists, coordinating general technology assistance for staff and other support as needed.
- **Grant Administration:** Filing and other software-based duties to support the Grants Manager and grant projects and technical assistance to schools; ensure critical deadlines are met and information/documents are provided as required by grants.
- **Contact Management:** Maintain all Bluum contacts database; add new contacts and pertinent information to assist Bluum staff.

Perform other duties and projects as needed and requested.



SKILLS & QUALIFICATIONS:

Excellent written and verbal communication skills, Writing and Proof Reading, Problem solving skills, strong attention to detail, Ability to work effectively with multiple individuals at all levels of an organization, Organization, Basic Financial Skills, General Math Skills, Data Entry Skills Self-Development, Ability to Respond Positively to Quick Pace and Rapid Change, Ability to Manage Time and Meet Deadlines in a Fast-paced Environment.

Microsoft Office (Word, Excel, PowerPoint), SharePoint, Basecamp, Windows and Mac operating systems, General Office and Phone Equipment.

Education: High School degree required. Some college preferred.

Experience: 2+ years office support experience preferred. Must be able to pass a criminal background check.