



Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Office & Facilities Manager Announcement Number: SE-24-0132 Number of Vacancies: One

OPEN DATE:	April 12, 2024
CLOSING DATE:	April 26, 2024
PAY BAND:	J
SALARY RANGE:	\$80,000 - \$85,000 (Commensurate with Experience)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full time
DUTY LOCATION:	Washington, DC

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Open to all qualified applicants

What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

CONDITIONS OF EMPLOYMENT

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.
- Trust applicants must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

OVERVIEW

This position is a part of the Finance and Administration department within Smithsonian Enterprises (SE), reporting into the SVP, Finance & Administration. The position manages the Capital Gallery (CG) office which includes administrative, clerical and reception, and mailroom support, for approximately 200 office staff members. Ensures office efficiency by maintaining common area, organizing procedures, handling correspondence, managing file systems, and overseeing supplies and equipment.

DUTIES AND RESPONSIBILITIES

- Oversee day to day office activities as main point of contact in reception area, and keep management informed regularly of issues which may arise.
- Responsible for coverage of reception desk office hours - answer all main telephone lines and greet visitors, answer general inquiries, refer calls and visitors to the appropriate staff members, and screen and route inbound and outbound mail.
- Responsible for receipt and distribution of all inbound mails received from USPS, FedEx, UPS, and all other couriers, and for dispatch of outbound mail. This includes the management of the UPS and FedEx Ship accounts for staff and management of corporate shipping accounts.
- Manages the vendor relationship and printing of Smithsonian letter head and business cards.
- Oversee and maintain the mailroom, office equipment for uninterrupted function, identify needs and acquire supplies, manage vendor relationships, and coordinate deliveries when requested.
- Manage all aspects of space/infrastructure planning (ex: moves, additional changes to workstations) and provide answers, resources, and solutions when requested. Acts as Property Custodian (PC) for SE assets located at CGW.
- Liaison with Smithsonian (SI) Office of Protective Services (OPS) and Smithsonian Facilities (SIF) and CG Building Manager for support functions carried out by SI central administrative staff.
- Serve as Lead Safety coordinator for the SE suite and maintains up to date information for employees and distributed current safety information and instructions. Meets with newly hired employees to orient them to the Capital Gallery space and safety protocols.
- Ensure office efficiency by maintaining common areas, organizing procedures, handling correspondence, managing file systems, and overseeing supplies and equipment.
- Serves as point of contact for requesting suite access programming for ID badges or Key Fobs. Also handles office door key requests from appropriate departments.
- Provide direct administrative support as needed, including scheduling appointments, meetings, and events; maintaining files systems; mailing and shipping packages; and updating contacts database and employee lists.
- Manages administrative (not technical) aspects of SE telephone and related services.
- Manages online office supply ordering process for all SE staff.
- Determines stock levels and manages basic office supply availability at CG.
- Manages relationships with suppliers of office equipment (copy machines, mailing machines, postage meters, etc.), supplies (office, paper, consumable computer supplies, recycling), and services (repairs and maintenance, parcel delivery).
- Manages vendor invoice process for SE CG; review, code, and approve in accounts payable system. Provides advice and guidance to SVP, Finance & Administration on improving administrative practices and procedures such as routing of correspondence, filing systems, storage of files, supplies, and work distribution.
- In collaboration with SVP, Finance & Administration, develops and monitors budgets and financial forecasts for SE office management functions.
- Maintains inventory of office furniture and equipment.
- Maintains staff bulletin board, ensuring that all announcements and bulletins are posted and/or distributed as necessary; removes outdated materials.
- Ensures all kitchens and shared conference rooms are supplied and cleaned. Arranges for periodic cleaning of carpeting on SE floors.
- Coordinates with SE Retail concessions on vending machines supplies and functionality.

QUALIFICATION REQUIREMENTS

Education and Experience: To qualify for this position, applicants must possess a High School Diploma or General Education Diploma (GED) and at least 7 years of related experience (described below); or an equivalent combination of education and experience.

Experience required for this position is as follows:

- Proven experience as an Office Manager, or in a similar role, with a track record of effectively managing office operations.

- Strong organizational and multitasking skills to handle multiple responsibilities and prioritize tasks in a fast-paced environment.
- Exceptional communication and customer service skills and the ability to interact with employees at all levels and external stakeholders.
- Basic understanding of contracts, terms and conditions.
- Possesses strong communication skills, both verbal and written.
- Knowledge of ServiceNow or similar ticketing system preferred.
- Should exhibit strong organizational and time management abilities.
- The position requires a highly organized individual who works well both independently and collaboratively to achieve desired goals.
- Proficiency with Microsoft 365 (Word, Excel, PowerPoint, Sharepoint, Teams and OneDrive) and familiarity with office management systems.
- Ability to operate office equipment, including printers, fax, copier machines, personal computers, and specialized video conferencing equipment, for Teams and Zoom meetings.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Knowledge of health and safety regulations and procedures to ensure a safe and compliant work environment.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

How To Apply:

Please forward a resume, and cover letter to:	SECareers@si.edu Please include the position title in the subject line.
<p>Applications received on or before April 26, 2024, at 5:00pm (EST) will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year).</p> <p>What To Expect Next: Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. After a review of applicant resume is complete, qualified candidates' résumés will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the "How To Apply" section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema.

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: https://www.si.edu/ohr/jobs_public/trust-ceo/jr/se-24-0132