

## Space Manager

Manager of Office and People

We are looking for an energetic professional who does not mind wearing multiple hats, has experience in handling a wide range of administrative and executive support related tasks, and able to work independently with little or no supervision. Must be extremely well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

## Reports To

The space manager will report to the Director of Catalyst Space.

## The Organization

Catalyst Space is the epicenter for innovation in Central Pennsylvania. Our wide range of tools and equipment, such as 3D printers, laser cutters and CNC routers, allow passionate entrepreneurs to take their vision and turn it into a reality.

## Responsibilities

Support organizational operations by maintaining office systems and daily operations.

## Job Duties

- Maintain organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling
- Improve employee and client retention rates through active communication and problem-solving efforts
- Manage employee schedules and troubleshoot scheduling conflicts as they arise
- Maintain office services by organizing office operations and procedures, preparing payroll, onboarding new employees, onboarding new members, controlling correspondence, maintaining communication with community/members, completing clerical functions, and developing filing systems
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Keeping management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.

## Skills and Qualifications

- Self-Starter
- Tracking income/expenses (Quickbooks)
- Managing processes/Developing standards
- Process improvement
- Reporting Skills
- Comfortable in a fast-paced environment

## Compensation

Full Time - \$26,000 Base Salary

*To apply: Please send a cover letter, resume, and contact info to [jobs@catalystspace.org](mailto:jobs@catalystspace.org)*