



Job Description

Office Manager

The Albany County Land Bank Corporation is seeking applications for an Office Manager to join a growing and dynamic organization committed to revitalizing neighborhoods and strengthening communities throughout Albany County.

The Albany County Land Bank's work is largely comprised of the acquisition, maintenance, improvement, development and responsible disposition of tax-foreclosed vacant and abandoned properties acquired from Albany County. The Land Bank serves an area of more than 530 square miles that encompasses three cities (including the state capital), ten towns, six villages and numerous hamlets.

The Land Bank's real estate portfolio includes a variety of vacant lots and buildings commensurate with Albany County's variety of urban, suburban and rural communities. The Albany County Land Bank is one of the largest and most active land banks in New York State is expected to experience continued growth.

Job Responsibilities

The Office Manager is responsible for the day-to-day coordination and oversight of office operations, procedures and resources to ensure organizational effectiveness and efficiency.

- Develop and administer organizational processes and systems for office personnel, including filing, billing, accounts payable, payroll, and scheduling
- Serve as the primary liaison between the office and professional service vendors to ensure effective and efficient operations including, but not limited to, attorneys, accountants, payroll processing, insurance brokers/providers, IT and telephone suppliers
- Manage front desk/reception function, supervise receptionists
- Coordinate with staff from Albany County, local municipalities, and other parties to facilitate property sales/closings and assist with general property inventory management and control
- Organize and document office operations and procedures; ensure compliance with such procedures
- Assist with the oversight and administration of the Land Bank's property purchase application, review and approval processes
- Design and implement filing systems, establish and monitor procedures for recordkeeping
- Monitor and reorder office supplies and equipment; review and approve supply requisitions
- Manage contracts and payments with vendors and service providers, ensure that all invoices are processed in a timely manner
- Schedule meetings and manage electronic databases, perform data entry
- Update and maintain the Land Bank's website and email database, support social media presence
- Book travel/conference/event arrangements and accommodations
- Organize and attend company meetings or events including, but not limited to, meetings of the Board of Directors, Community Advisory Committee (approximately 2-4 evenings a month)
- Assist with correspondence and inquiries; prepare letters, emails, meeting minutes, presentations and reports
- Other duties, as assigned

Desired Qualifications

- Prior office management, administrative or assistant experience, especially in nonprofit/real estate
- Knowledge of office management responsibilities, systems, procedures and best practices
- Previous supervisory experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Strong written and verbal communication skills; ability to interact with a
- Competency in Microsoft applications including Word, Excel, and Outlook
- Familiarity with QuickBooks accounting software; willingness to learn new databases
- Knowledge of basic accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures and /or business and management principles
- Ability to contribute positively as part of a team, helping out with various tasks as required
- Experienced in handling a wide range of administrative and executive support related tasks
- Ability to work independently with little or no supervision
- Be willing to learn new skills and assume additional responsibilities
- Well organized, flexible and prepared for the challenges of supporting a fast paced office
- Attention to detail, good organizational and record-keeping skills; ability to multi-task
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Interest in working with challenging properties in distressed neighborhoods for a mission-driven organization designed to serve the public interest and support neighborhood revitalization
- Familiarity with geographic areas served; knowledge of Land Bank properties/market

Additional Information

- Compensation and benefits will be presented to leading candidates
- Resumes will be accepted until the position is filled

To Apply

All applicants should submit a resume and cover letter to Adam Zaranko at azaranko@albanycountylandbank.org.

About the Albany County Land Bank Corporation

The Albany County Land Bank Corporation was established in early 2014 by Albany County to facilitate the process of acquiring, improving and redistributing vacant and abandoned properties. The Land Bank is an organization committed to improving neighborhoods and has a responsibility to improve Land Bank properties for future use and return them to productive use. Visit www.albanycountylandbank.org to learn more.

The Albany County Land Bank Corporation is an equal opportunity employer. We seek to employ and assign the best qualified personnel in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.