



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners can gain access to a modern suite of tools to help making running their business easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: *Office Manager*

The Office Manager is a key contributor to the energy and culture of the Autobooks Detroit office. In addition to organizing and coordinating all office administration and procedures, this person will have the ability to directly impact the daily experience of our employees. We are on a mission to find someone who is well organized, flexible, fun and absolutely enjoys the administrative challenges of supporting an office of diverse people.

Is this the right role for you? If you thrive on wearing multiple hats; have experience in handling a wide range of administrative and executive support related tasks and are able to work independently with little or no supervision, then we want to talk to you!

Responsibilities:

- Be the friendly face and the center of boundless energy for the company
- Manage executives' schedules, calendars and appointments
- Participate actively in the planning and execution of company events
- Manage relationships and negotiate terms/price with vendors and service providers
- Monitor and maintain office supplies inventory
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Maintain a safe and secure working environment
- Provide general support to visitors
- Ensure security, integrity and confidentiality of data
- Partner with HR to maintain office policies as necessary
- Coordinate with IT department on all office equipment
- Creating PowerPoint slides and making presentations
- Ensure office efficiency is maintained
- Be conscientious in monitoring the office budget; planning the expenditures, analyzing variances and carrying out necessary corrections
- Implement procedural and policy changes to improve operational efficiency



Required Experience/Skills:

- Proven office management, administrative or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Knowledge of data and administrative management practices and procedures is helpful
- Knowledge of human resources management practices and procedures is a plus
- Computer skills and knowledge of office software packages

Job Type:

- Full Time

Job Location:

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Office Manager" as the subject. To learn more about us, visit www.autobooks.co.