



12300 Twinbrook Parkway, Suite 350 * Rockville, MD 20852 * tel 301.424.2002 * tty 301.217.0124 *
www.transcen.org

Office Manager

CEO – Milwaukee, WI

Looking for more than just a job? Want to make a difference in the lives of individuals with disabilities? Join our team!

TransCen, Inc. is a 501(c)(3) organization that is dedicated to improving education and employment success of youth and young adults with disabilities. We are a small, but impactful organization consisting of go-getters and innovators who are determined to make a positive change! We are looking for a mission-driven Office Manager oversee the daily operations of our Milwaukee office.

Responsibilities and Accountabilities:

- Communicate with team members and funding sources
- Monitor purchase orders
- Uploads information into client database
- Accesses reports for team
- Monitors entries for clients
- Document and optimize operational procedures
- Inventory/order supplies and equipment
- IT support interfacing (troubleshooting basic office equipment (printer, copiers, scanners, phone systems)
- Greet and support visitors
- Answer phones, respond to emails, process mail
- Basic accounting preparation in collaboration with Accounting Manager
- All other duties as assigned

Experience/Educational Requirements:

- Minimum of 5 years of office and/or administrative experience
- Associate's or Bachelor's degree
- Working knowledge of Windows, MS Office, Adobe PDF and Google Suite
- Working knowledge of client management software
- Valid driver's license and car insurance with reliable transportation

Additional Qualifications:

- Ability to time manage, multitask and prioritize workload
- Exceptional organizational skills
- High-level verbal and written communications skills
- Discretion and confidentiality
- Ability to synthesize information and communicate in a succinct manner to

- multiple people, including family members and individuals with disabilities
- Demonstrated ability to think critically, creatively problem solve, and use data analysis for sound decision making
- Disciplined self-starter who can set and achieve goals
- Ability to work independently and as an effective member of a team

MAJOR bonus points if you have...

- Experience working with disability organization
- Familiarity with social media
- A passion for improving employment outcomes for people with disabilities

Perks in Working for Us!

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Generous vacation and sick leave

Application Process and Other Details

Limitations and Disclaimer: The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

Timeline: Position will remain open until filled. Applications will be reviewed, and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

COVID-19 Vaccination: We require staff and contractors to be vaccinated. We understand that there may be medical or religious reasons for why one cannot get the vaccine. In which case, we request staff and contractors to contact us as soon as possible to request an exemption. Documentation may be required.

To apply, please send a cover letter and your resume to hr@transcen.org

TransCen, Inc. is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.