



## **Office Manager**

### **Couple to Couple League International, Inc (CCL)**

CCL is an international, Catholic, non-profit organization that promotes and teaches fertility awareness (natural family planning). Our mission is to inspire, educate and support couples in family planning that is natural, effective, healthy, and consistent with God's plan for life, love, and marriage. CCL has been promoting and teaching fertility awareness for over 50 years and the central office is located in Norwood, OH.

### **Job Overview:**

- Full-time or part-time position
- Onsite position and not eligible for remote work
- Manage day-to-day activity in the office.
- Ensures the organization and functionality of the office as well as overseeing the customer service department and the shipping department.
- Manages receptionist and customer service specialist.
- Supports office through providing customer support for programs and products, assisting customers with purchasing and delivery inquiries.
- Ensures timely shipping of student materials and accurate addresses.
- Conducts quarterly inventory of products.
- Processes donations to create bank deposit and donor record.
- Ensures bills are paid in a timely manner.
- Order office supplies, inventory and shipping supplies as needed.
- Keeps the Office Calendar up to date with Holidays, Anniversaries, Etc.
- Participates in special projects and sales efforts with parishes, diocese, and other audiences.
- Primary work location Norwood, OH

### **Skills/Experiences:**

- Associate degree or a minimum of 3-5 years of prior office or administrative experience, including 1-2 years of supervision experience.
- Prior experience in payables, receivables, and donations a plus.
- Familiarity working with MS Office – Outlook, Word, Excel, PowerPoint
- Strong organizational skills with the ability to be able to multi-task, prioritize and be flexible.
- Ability to learn and work in multiple systems at the same time, quickly jumping between systems to problem solve.
- Excellent interpersonal communication skills and an eagerness to interact with all staff members.
- Trustworthy, positive attitude, problem solver.
- Strong work ethic and dedication to a team-based work environment
- Strong writing skills and Excel experience are highly recommended.

**Send resume to: [Apply@ccli.org](mailto:Apply@ccli.org)**