



JOB TITLE

Office Manager

As Office Manager of Harvest Moon Pond, your role will be exciting, varied, and critical to the daily, monthly and annual operations at our venue. This role is active in the day to day organization of venue operations and a variety of tasks throughout the planning process leading up to each event.

MISSION STATEMENT

At Harvest Moon Pond, we are committed to providing a high- level client experience that exceeds expectations. Along with our dedicated, passionate, and servant hearted staff, we strive to create an environment where everyone feels welcome. We exist to provide a beautiful indoor & outdoor venue where others can have meaningful celebrations & create memories to last a lifetime.

GENERAL JOB DUTIES

- **Communicate with clients:** This position has regular interaction with clients. The Office Manager must always act with a level of professionalism that represents the venue well.
- **Contact key vendors:** It is the responsibility of the office manager to confirm critical details of upcoming events with key vendors weekly.
- **Assist in creation of systems & processes:** As our venue is always growing and learning, we would expect an office manager to assist in the organization of systems and processes to further improve our event day experience.
- **Order necessary supplies:** The office manager is responsible for ordering venue supplies, and picking up venue supplies to be adequately prepared for events.
- **Works closely** with owner(s), and other managers on event details.
- **Special projects:** Special projects may be assigned as they are identified.
- **Other misc. tasks** as assigned

MINIMUM REQUIREMENTS

- Must be available to work M-F daytime hours
- Must be 21+ years to apply.
- Must have a valid driver's license and reliable vehicle.
- Similar work experience is required.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be a self-starter with the ability to multitask while excelling in a team setting.
- Must be reliable, efficient and an independent problem- solver that works well with limited supervision.
- Must have strong attention to detail & be highly organized
- Must be able to remain calm in stressful situations & handle customer conflict resolution in a confident and professional-manner.

- Must have a desire to serve others & have a positive attitude.
- Must have an approachable presence with good customer service skills and a professional appearance.
- Must be able to confidently interact with clients, serve them well & be a good listener.
- Must be confident in the use of google & microsoft products.
- Experience with WordPress, Canva, Tailwind, Honeybook & Quickbooks preferred.

IDEAL CANDIDATE

The ideal candidate for this position is kind, heart-centered, and a go-getter willing to roll up their sleeves and get the job done - whatever that may be. This candidate must be detail oriented and a self starter, yet also be willing to take direction. We value servant leadership, and the ideal candidate will bring skill and heart to the team. We are looking for someone who is willing to go above and beyond without being asked and someone who wants to be a part of the growth of Harvest Moon Pond into the future.

COMPENSATION/SCHEDULE/AVAILABILITY

- This is a part-time position (Ideal daytime schedule M, T, TH, F)
- Position is year round and could allow for occasional remote work
- Starting \$18-25/hour, depending on experience

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

HOW TO APPLY

Applications will be accepted until this position is filled.

1. Online Application: <https://harvestmoonpond.com/join-the-team/>
2. Detailed Resume with a cover letter explaining how your experience relates to this position. Email this to Stephanie at hello@harvestmoonpond.com.