



## **Job Description**

Job Title: BNMC Office Manager  
Status: Full-Time  
Job Post Date: January 20th, 2023  
BNMC Website: [www.bnmc.org](http://www.bnmc.org)

Job posting will remain open until the position is filled.

## **Summary of Position**

The Buffalo Niagara Medical Campus (BNMC) is seeking an enthusiastic, career minded individual for the BNMC Office Manager position. The position will support administrative and office needs of both BNMC staff and tenants of the BNMC Innovation Center, located at 640 Ellicott Street, Buffalo, NY 14203.

## **Primary Responsibilities**

- Manage relationships with and orders from office supply vendors and food caterers/vendors.
- Ensure office supplies, office equipment, and kitchen supplies and equipment are well stocked and in proper working order.
- Manage office supply and catering processes and guidelines, including supporting the procurement of sustainable products, helping minimize purchasing waste, and supporting local, M/WBE vendors when possible.
- Support general BNMC Innovation Center tenant and visitor needs, ensuring an exceptional customer service experience.
- Help organize, schedule, and provide logistical support for major BNMC meetings and events.
- Help manage and maintain a calendar of major BNMC meetings and events.
- Help manage the onboarding process for new BNMC employees, including orientations and coordinating with the IT department on technology and equipment setup.
- Help support ongoing BNMC employee technology and equipment needs.
- Help support ongoing BNMC employee travel logistics as needed.
- Perform other administrative and office support as needed, including typing, spreadsheet creation, faxing, and maintenance of filing systems and contact databases.
- Perform other job-related duties as requested.

## **Skills and Qualifications**

- Experience in related roles, including administrative, office management, and customer service.
- Superb written and verbal communication skills.
- Strong time-management skills and the ability to organize and coordinate multiple tasks at once.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- Ability to maintain professionalism and confidentiality.

## **About BNMC**

At BNMC, we imagine a vital, vibrant City of Buffalo that is a world leader in research, design, innovation, and entrepreneurship supporting a flourishing small business ecosystem that thrives on collaboration and community connections in an environment that fosters sustainability, health, and well-being.

We plan, manage, and operate the Buffalo Niagara Medical Campus and its growing innovation district. We strive to create an innovation community for designers, entrepreneurs, and everyone seeking to start or grow their businesses in Western New York. In our community, world-class designers and entrepreneurs gather with businesses of all sizes and at all stages of development to forge connections, articulate ideas, and make dreams a reality. We convene and connect everyone, particularly those in marginalized and historically underserved communities so that together, we can make meaningful change in individual lives, in our communities, and our City.

Our Values:

- We value new thinking, new ideas, innovation, and entrepreneurship.
- Diversity, equity, and inclusion are at the core of all that we do.
- Being part of our community makes us who we are.
- Sustainability, and a culture that fosters health, and well-being are driving forces in all that we undertake.

## **How to Apply**

Please email your resume and 1 page cover letter to **employment@bnmc.org**. The posting will be live until the position is filled. Please note that applications will be reviewed on a rolling basis. We thank all applicants - however, only candidates selected for a follow-up will be contacted.