

OFFICE MANAGER – TUCSON (85705)

We are currently looking for a dynamic **Office Manager** in Tucson, Arizona. Assist in opening our newest office and help hire a great team of Administrative Assistants. Be a pivotal member of our team's growth and success! Background in fingerprinting is not required.

Job Title: Office Manager **Salary:** \$55,000/year

Position Summary: To assist in the implementation and execution of the company's customer service, sales goals, office-specific and company-wide administrative functions.

Main Job Duties and Responsibilities

- Daily operations of the office, including staff and customer satisfaction
- Assign and monitor administrative responsibilities and tasks among office staff
- Allocate available resources to enable successful task performance
- Coordinate office staff activities to ensure maximum efficiency
- Recruit and select office staff
- Evaluate and manage staff performance
- Coach, mentor, and direct office staff
- Ensure security, integrity, and confidentiality of data
- Oversee adherence to office policies and procedures
- Monitor, review and improve upon internal processes
- Coordinate schedules, appointments, and bookings
- Monitor and maintain office supplies inventory
- Review and approve office supply acquisitions
- Handle customer inquiries and complaints
- Manage internal staff relations
- Maintain a safe and secure working environment
- Fingerprint customers, notarize documents as needed
- Physical aspects of the job include bending, stooping, lifting, pushing, pulling, reaching, driving, standing and/or sitting for periods of time.

Employees who come to work with us have a wide variety of experience. Team members have honed their skills with success in prior roles including public service, sales, retail, restaurants, and customer service jobs. We all pride ourselves on the quality of our work, but we do have some minimum requirements in common:

- Ability to climb, push, pull, bend, stoop, and kneel for extended periods of time, with or without reasonable accommodation
- Ability to lift 40 lbs. with or without reasonable accommodation (examples: a microwave; a cinder block)

Required Qualifications: Education & Experience

- Business degree or equivalent of the following:
- Seven to ten years minimum business management experience
- Seven to ten years minimum experience in operating a service business in a retail environment
- Seven to ten years minimum experience in managing office staff



- Valid driver's license and insurable driving record
- Successfully pass background check
- Notary Public (preferred) or the ability to become a Notary
- Strong Communication Skills
- Advanced Computer Skills
- Strong Customer Service Skills
- Strong Leadership Skills

Job Type: Full-time

Benefits After 90 days

- Health insurance
- Two weeks paid time off
- Six paid holidays
- SIMPLE IRA Match

Schedule:

- Monday – Friday, 8 to 5 or 9 to 6

About Arizona Livescan:

The Arizona Livescan Fingerprinting Network™, established in 2011, provides livescan and ink fingerprinting in over 50 locations. Other services include notary and ID photos. In addition to our walk-in fingerprinting location, we offer mobile fingerprinting in Phoenix and throughout the state of Arizona. *Arizona Livescan is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

If interested, please send your resume and cover letter via email to info@arizonalivescan.com.

Corporate Offices:
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