JOB ANNOUNCEMENT
POSITION TITLE: Office Manager

Employment Resources, Inc. (ERI), a Madison-based nonprofit agency, advances the employment, health and financial security of people with disabilities. ERI seeks a full-time Office Manager with exceptional organizational, analytical, communication, and people skills to be the first point of contact with ERI customers. Join us to assist our team in providing the most effective services for people with disabilities and ensure smooth day-to-day operations. We require top-notch customer service and administrative support to respond to consumer inquiries, implement efficient office processes, manage correspondence, coordinate meetings, complete invoices and maintain accurate service data. The Office Manager is responsible for the following types of work: answering phones, filing, performing special projects such as direct mail projects, proofreading and editing, representing the agency at conferences and other events, and other office related work. This position is also responsible for coordinating all details for meetings and trainings held at ERI’s office or other locations. Some statewide travel is required. The person in this position will be working with adults, youth, and their families.

This position is an in-person position located at our Madison, Wisconsin office.

ERI welcomes individuals from all backgrounds, cultures and experiences to apply for this opportunity. We believe that a diverse and inclusive workforce fosters creativity, innovation, and a stronger sense of community. Join us in our commitment to creating a workplace that values and respects the unique perspectives and contributions of every team member.

About ERI
ERI provides a variety of services throughout Wisconsin and nationally. Since 1990, our mission is to practice and promote innovative services to advance employment opportunities, support personal choices, and enhance the well-being of people with disabilities.

More about this Position:
To learn more about this position, you can find the full job description [here].

In addition to your resume, we encourage you to share a cover letter that tells us a bit about your professional background and interest in working as part of the ERI Team. Apply at: jobs@eri-wi.org. The search is open until the position is filled.