



## Office Manager

The Arc of Moore County is seeking a compassionate and creative individual who can embrace and uphold The Arc's mission to enhance the lives of individuals with developmental disabilities and their families. Candidate must be highly organized, motivated and possess the following:

- Exceptional written and verbal communication skills
- Detail and problem-solving skills
- Proficiency in Microsoft Office 365, Outlook and Excel
- Proficiency in email marketing and social media promotion
- The ability to keep office hours of 9 a.m. to 3 p.m. Monday-Thursday and 9 a.m. to 1 p.m. on Friday
- Energy and enthusiasm with a commitment to customer service
- Experience in fast-paced professional office setting

This is an hourly position with competitive wages commensurate with skills and experience. Benefits include paid time off and holidays.

Please submit cover letter and resume to Wendy Carter at [wendy@thearcofmoore.org](mailto:wendy@thearcofmoore.org).