

The Buffalo County Public Defender's Office is seeking a motivated, detail-oriented, and proactive Office Manager to be the backbone of our daily operations and foster a positive, efficient work environment. If you thrive on organization and keeping things running smoothly, we want to hear from you!

Key Responsibilities:

Oversee daily office operations, ensuring a seamless workflow.

Manage administrative tasks: answering calls, greeting visitors, handling correspondence, and scheduling meetings/appointments.

Maintain office supplies inventory and place orders as needed.

Assist with basic bookkeeping, processing invoices, and managing accounts payable.

Provide support to staff, including scheduling travel and coordinating team calendars.

Generate reports and presentations for management.

Uphold a positive and productive office culture.

Qualifications:

Proven experience in office administration or a similar role.

Exceptional organizational, time-management, and multitasking skills.

Strong communication and interpersonal abilities.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

A proactive attitude and problem-solving approach.

What We Offer:

A dynamic and collaborative team setting.

Competitive salary and benefits.

To Apply:

Send your resume and a brief cover letter detailing your relevant experience to Jwirth@buffalocounty.ne.gov

Buffalo County is an Equal Opportunity, Affirmative Action, Veteran's Preference employer. Candidates wishing to request a veteran's preference should indicate so in their application and provide the appropriate supporting documentation. Formal employment application paperwork is available at <https://www.buffalocounty.ne.gov/Article/JOB-APPLICATION>