

STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS BOARD EMPLOYMENT OPPORTUNITY

The following job description summarizes a position now available on the Board's staff.

Office Manager Salary Range: \$53,582 – \$87,285

Benefits: Generous benefits package including health care; paid vacation and sick leave; retirement;

Duties:

1. Provides administrative assistance to the Executive Director on budget, purchasing, fringe benefits, personnel policies and records, and other administrative and personnel issues.
2. Manages the internal office and administrative and processing functions for the agency on a daily basis.
3. Serves as supervisor over examinations, continuing education, licensing and office support staff; assigns and adjusts workloads; assists with problems and personnel issues; monitors and ensures quality controls of employees' work.
4. Oversees and ensures effective computer operations and records systems for the office.

Minimum Qualifications: Graduation from business or technical college with considerable experience at an advanced level in an office environment with heavy public contact, computer operations, and records processing experience preferably with some supervisory or lead worker experience; or an equivalent education and experience.

APPLICATION INSTRUCTIONS

1. You must complete and submit an application for employment to be considered. Resumes will not be accepted in lieu of completing an application form. The application must be completed in full detail and must be signed. Failure to complete the application completely, including your signature, may result in you not being considered for the vacant position. If you worked for one employer and held more than one position, please list separately each job held and your duties for each position.
2. If you need additional information regarding the position, please contact Tim Norman at tim.norman@ncbeec.org; (919) 733-9042 ext.202 or Epsie Stevens at epsies@ncbeec.org; 919-733- 9042 ext. 205.
3. Complete Application Form online at www.ncbeec.org Employment Opportunity or use the enclosed form.
4. Submit your completed application form to: NC Board of Examiners of Electrical Contractors 3101 Industrial Drive, Suite 206 Raleigh, NC 27609 Attn: Epsie Stevens
5. Applications for Employment must be received in the Board's office by 5:00 pm February 8, 2019. EMPLOYMENT SCHEDULE February 8, 2019 Application Deadline February 18-20, 2019 Interviews March 4, 2019 Employment Date