

Job Title: Office Manager

Organization: Bynum School

Location: Midland, TX

Closing Date: 02/28/2026

Status: Exempt

Reports To: Executive Director

Job Description:

The Office Manager is responsible for overseeing the day-to-day operation of the office. This role oversees administrative processes, employee onboarding, vendor coordination, IT coordination, and provides support to staff and leadership.

Education:

Associate or Bachelor's degree preferred

Experience:

Experience as an Office Manager or similar role. Experience with basic accounting and HR support tasks, including workers' compensation, Texas Workforce Commission, and FMLA administration. Experience working for a nonprofit organization preferred

Requirements:

Excellent verbal and written communication skills. Clear background check. Ability to multi-task. Efficient and effective organizational skills. Ability to function as a team member. Proficiency in Microsoft Suite.

Number of Days: According to school calendar.

Office Operations and Administration- 1. Maintain office security by following safety procedures and controlling access. 2. Oversee administrative operations. 3. Assist with directors and staff as communication liaison. 4. Maintain paper files and electronic files. 5. Maintain attendance for students in electronic files. 6. Schedule appointments for administrators. 7. Perform administrative support duties for administrative staff. 8. Maintain confidential documents. 9. Organize and maintain files for student records, financial documents, vendors, Board of Directors and other school records. 10. Maintain student application and enrollment files.

Facilities and Vendor Management- 1. Liaise with vendors, services providers, and building management. 2. Coordinate IT services when necessary. 3. Ensure the office environment is clean, organized, and functional.

Human Resources Support- 1. Update employee and Board of Directors directories. 2. Maintain employment application files. 3. Maintain employee attendance records. 4. Assist with onboarding and offboarding employees.

General Support- 1. Prepare arrangements for events on campus such as meetings of the Board of Directors, committee meetings, etc. 2. Provide administrative support to management and teams. 3. Provide support for front office and phone coverage including “out of school” voice messages. 4. Manage and maintain office supply inventory. 5. Manage and maintain vehicle logs. 6. Manage and maintain credit card logs. 7. Perform Raptor background screenings and ensure proper maintenance of Raptor equipment. 8. Other duties as assigned

Physical Demands- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. 1. Moderate Standing 2. Stooping 3. Bending 4. Regular attendance 5. Moderate lifting 6. Moderate carrying

Working Conditions:

Comfortable, air-conditioned and heated, well-lit area.

How To Apply:

<https://www.bynumschool.org/career-opportunities>