The Center for Electrochemical Science and Engineering (CESE) in the Department of Materials Science and Engineering is seeking a highly organized, detail oriented, professional Office Manager to oversee business and clerical functions. This position is responsible for purchasing, payment vouchers, cost transfers, billing, and journal entries; Travel and Expense Card purchases; analyzing and reconciling accounts using Discoverer and RECON@UVA. Additional responsibilities include: providing general administrative support to faculty; overseeing credit card related transactions; coordinating travel; planning special events, maintaining promotional materials, poster printing, editing documents and creating figures/plots; greeting visitors to CESE; and assisting with orientation of new students and employees. The successful candidate will provide genuine and consistent daily contributions and be willing to learn new skills necessitated by changing needs of CESE.

EXPERIENCE
Successful in providing exceptional administrative support; customer service; experience in accounting and basic budgeting concepts, preferably in a university setting.

KNOWLEDGE, SKILLS and ABILITIES
Strong written and verbal communication skills; working knowledge of generally accepted accounting principles; commitment to efficiency; strong working knowledge of ORACLE applications and microcomputer applications; manage projects under tight deadlines; ability to work well in a team; proven ability to adapt to change. Preferred: Creativity to generate and maintain promotional materials (web page, presentations, and posters)

SOFTWARE
Multiple systems, including but not limited to Microsoft Suite, ORACLE, Discoverer, and RECON@UVA. Preferred: Dreamweaver, Photoshop, and Endnote.

Applications must be submitted on-line through JOBS@UVA at https://jobs.virginia.edu and reference job posting #0618238.

The University of Virginia is an equal opportunity/affirmative action employer committed to developing diversity in faculty and welcomes applications from women, minorities, veterans and persons with disabilities.