



ICAST Job Opportunity Position Title: Office Manager

Skill Level: Minimum 3 to 5 years

Status: Full time Non-exempt position

Company Description:

ICAST (International Center for Appropriate & Sustainable Technology) is a local non-profit organization working to address affordable housing issues using green, clean, and energy efficient technology. Our projects foster economic viability, environmental stewardship, and social responsibility in under-served communities in Colorado, New Mexico, and Texas.

Position Overview:

The Office Manager will work directly with ICAST's Director of Accounting and Finance, helping to support and increase efficiency and effectiveness.

Position Duties:

- Make and coordinate travel arrangements for all employees
- On board new employees with their IT and phone needs
- Update spreadsheets as needed
- Input data
- Maintain and purchase office supplies
- Manage office upkeep and maintenance
- Other duties as needed

Requirments/Qualifications:

- Flexible & Attentive to detail
- Ability to take initiative & problem solve
- Very organized
- Calm and easy going
- Proficient in Microsoft office
- Familiarity with Sales Force CRM is a plus
- Able to work effectively under pressure

To Apply:

Please email a cover letter and resume to positions@icastusa.org with the position you are applying for in the subject line.