

Official Title: Office Manager

Reports to: MVA President

Term: One year (calendar year)

Compensation: \$100 per month, paid semi-annually

Budget Responsibility: Office

Position Description

The Office Manager will

- Serve as the point person for all Office-related issues including repairs and maintenance
- Serve as liaison with the office landlord
- Supervise all Office-related vendors
- Maintain a supply of refreshments in support of office activities
- Maintain the online calendar of office events on minnregs.com website
- Attend all staff meetings
- Manage the Office budget
- Perform such other duties as may, from time to time, be prescribed by the Board Chair or the President

General

Sam's Club

Purchase refreshments, snacks, assorted paper and plastic plates, plastic utensils, paper towels, toilet paper, soap and other miscellaneous office and restroom needs.

Spectrum

Customer Support. 1-866 305 3484

Duke Energy
Customer Support, 1-800 700 8744
Power Outage, 1-800 228 8485

Piper Fire Protection
Fire extinguisher service. 727 496 4527

Dunedin Refrigeration
Air Conditioning service and repair. 727 733 8446

Landlord
Dugagin "Duke" Zejnullahu
Email : duke@grandca.com
phone 727 543 7907