

Job Title	Office Manager
Employer/ Agency	Daya Houston
Job Description	Bookkeeping, report and document preparation, general office needs, donation tracking and stewardship, office supply inventory and ordering
Qualifications	Previous work experience in administrative support or office management. Proficiency in computer programs and databases (Quickbooks, Salesforce, Microsoft Office, Google Sheets, Dropbox),. Valid driver's license and auto insurance. Authorization to work in the US. Minimum High School diploma.
Salary/Hours	Salary commensurate with experience. Full-time, 40 hours/week.
Employer/Agency	Daya Houston
Address	Daya, Inc. PO BOX 770773
City, State, Zip	Houston, TX 77215
Contact Person	Rachna Khare
Contact Title	Executive Director of Daya
Telephone Number	713-842-7222
Email Address	rachna@dayahouston.org.
Application Method	Apply online at: http://www.dayahouston.org/job-opportunities
Opening Date	immediately

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