

**Are you a multi-tasker? Do you have an eye for the little things?
Can you take a project, run with it, and make it your own?**

Join the team at Tri County Community Action as our Operations Manager!

We are looking for an experienced, relationship-driven, and results-oriented professional to come on board and manage all of our facilities, our "fixed assets", and the staff that maintain them. You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference.

Can you...

Be our 'point person' for basic IT and phone troubleshooting, and connection to helpdesk vendors

Complete an annual inventory of equipment and supplies in all of our locations

Manage and lead our janitorial staff, including training, development, and recruitment

Manage the use and maintenance of our agency vehicles

Track our insurance, lease, and service contract renewal dates

Develop relationships with vendors

Be responsive to our commercial tenants and Keystone properties

Conduct our agency wide annual risk assessment

Do you have...

An Associates' degree (A.A.) from a technical school, college or university with two or more years demonstrated and related experience and/or training; Experience as an office manager is a plus.

You also need a willingness to travel within our local region regularly.

A valid Pennsylvania driver's license, current insurance, and Act 33/34, FBI clearances, and a driving record check will be needed upon offer of hire.

Then we want to hear from you!

Send us your resume and cover letter to us @

Tri County Community Action c/o Human Resources

1514 Derry Street, Harrisburg, Pennsylvania 17104

or via e-mail: Careers@cactricounty.org

This role offers a starting salary of \$41,860 plus a generous benefits package

