



**Job Title: Office Manager**

**Location:** Austin, Texas

**About the Texas Association of Business (TAB):**

The Texas Association of Business, the state's Chamber of Commerce, is Texas' leading advocate for the business community, representing companies of every size and industry. TAB's purpose is to champion the best business climate in the world, unleashing the power of free enterprise to enhance lives for generations.

**Job Summary:**

The Office Manager plays a critical role in supporting TAB's operations, membership services, and advocacy efforts. This position requires a dynamic individual who thrives in a fast-paced environment, demonstrates strong organizational and interpersonal skills, and can navigate political landscapes under the direction of executive staff.

The Office Manager reports directly to the Operations Advisor and provides direct support to the policy team and the Membership Director. This is a full-time, in-office position based in Austin, Texas.

**Key Responsibilities:**

**Administrative Oversight**

- Manage office supplies and inventory.
- Maintain and organize filing systems.

**Financial Administration & Membership Support**

- Process invoices and follow up on collections.
- Handle invoicing correspondence with members.
- Maintain membership reports and databases.
- Track and collect past-due membership payments.

**Facilities, Vendor & Tenant Management**

- Coordinate office maintenance and repairs.
- Serve as a liaison with vendors and service providers.
- Manage tenant relations, including rooftop/conference room reservations and rent collection.

**Policy & Communications Support**

- Create marketing materials for legislative events and lunch-and-learns.
- Manage website updates and content.
- Distribute advocacy materials to legislators and their staff.
- Compile legislative summaries and briefing materials for the EVP and CEO.
- Support general member engagement, including staffing coalition meetings and events.



### **Coalition Management (Tech Means Business)**

- Develop one-pagers and marketing materials on the economic impact of legislative proposals.
- Maintain and update coalition webpages.
- Draft coalition communications and keep detailed notes.
- Coordinate logistics for coalition events (food, materials, marketing, invites, RSVPs).

### **Event Management Oversight**

- Coordinate logistics for TAB meetings and events, including reserving rooms, ordering food, and hosting guests.

### **Qualifications:**

- Bachelor's degree preferred; equivalent experience considered.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills; ability to communicate professionally with TAB members, legislators, and C-suite executives.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency with Microsoft Office Suite; experience with membership databases and website management a plus.
- Dependability, flexibility, and ability to manage multiple priorities simultaneously.

### **Position Details**

- **Location:** Austin, Texas (in-office, Monday-Friday).
- **Reports To:** Allison Allen, Operations Advisor.
- **Employment Type:** Full-time, exempt.
- **Salary:** Starting at \$70,000 annually, commensurate with experience.

### **Benefits:**

- Comprehensive Health Care Coverage
- Competitive PTO Policy
- 401(k) Retirement Plan
- Opportunities for Professional Development and Growth
- Collaborative and Dynamic Work Environment

### **How to Apply:**

Interested candidates should submit a resume and list of references to:

**Faith Villarreal, Director, Government Affairs** at [fvillarreal@txbiz.org](mailto:fvillarreal@txbiz.org).