

## Office Manager

Hemenway Trust Company, located in Salem, NH, is seeking an Office Manager to join its growing company, offering personalized wealth and trust administration expertise. Reporting to our Director of Operations & Administration, this position oversees daily management of facilities, assumes responsibility for vendor management, maintaining the company intranet page, internal event planning and organization, general office and administration coverage and oversight, and owning human resources processes, including but not limited to new hires, performance reviews, terminations and payroll.

## Knowledge and Qualifications

- Ability to plan for, manage and evaluate the operations and facilities of a professional services firm at a level normally attained through an Bachelor's degree in business administration or equivalent experience.
- Ten years of progressively responsible work experience in assisting with management of operations and facilities supporting a professional service organization, including three to five years of on the job experience or related educational experience in HR, processing payroll, and management of staff, with an understanding of discretion.
- Knowledge of pertinent federal and state regulations, filing and compliance requirements affecting employee benefits programs, including ERISA, COBRA, FMLA, ADA, Section 125, and workers' compensation.
- Work occasionally requires more than 35 hours per week to perform the essential duties of the position; may require irregular hours.

## **About Hemenway Trust Company LLC**

Hemenway Trust Company (HTC) is a limited liability trust company chartered in New Hampshire as a non-depository trust company and regulated by the New Hampshire Banking Department. As a private trust company, HTC provides a full range of wealth advisory and management services to families and individuals of means.

## **To Apply:**

If you possess the skills and credentials we are looking for, please submit your resume and cover letter, in strict confidence, for consideration, to [hrhtc@hemtrust.com](mailto:hrhtc@hemtrust.com).