

Job Description -Part-time Operations Administrative Assistant

The Administrative Assistant provides administrative and clerical support for the Operations Manager and the department. In addition to creating and formatting reports and documents, filing and scheduling, performs duties such as record keeping, coordination of meetings and conferences, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. A high-quality productivity level within a fast-paced environment is a necessity.

Responsibilities include, but not limited to:

Provide support to the Interim Executive Director and Operations Manager in the execution of their responsibilities.

Retrieve mail from office on a weekly basis, scan and distribute.

Receive and manage vendor invoices and code. Submit to Operations Manager with back-up for approval.

Maintain digital vendor financial records to include documentation back-up for all invoices

Assist Operations Manager with grant reporting.

Assist with meeting logistics.

Reports to the Operations Manager.

Credentials: - Education: High School diploma with 5-10 years or equivalent experience preferably in finance

Technology: Microsoft Office Products, Window operation systems, office equipment, QuickBooks, Foundant, donor software, office equipment

Preferred Skills: - Work independently as well as in a collaborative environment. Customer service oriented - Communication skills – written, verbal and presentation - Planning, calendaring and organizing - Prioritizing - Problem assessment and solving - Information gathering and monitoring - Attention to detail and accuracy - Flexibility and adaptability - Computer skills and knowledge of relevant software - Knowledge of operation of standard office equipment - Knowledge of clerical and administrative procedures and systems such as filing and record keeping.