



Position Title: Operations Support Assistant
FLSA Status: Non-Exempt

Position Summary:

Under direction of the Director of Operations, assist and provide administrative and general clerical support.

General Duties and Responsibilities:

- Greet and assist staff and visitors in person and over the phone in a courteous manner.
- Offer strong networking and communication skills when interacting with management, employees, board of directors, committee members, grantees and vendors.
- Copy and assemble materials for Board and Committee meetings as requested.
- Maintain Board of Directors and Committee members' attendance sheets.
- Sort, date stamp, and distribute incoming mail on a daily basis.
- Record and receipt incoming checks for Paso Del Norte Foundation
- Schedule meeting rooms in Foundation offices for staff grantees and renters; set-up refreshments, snacks and catering; make sure audio-visual equipment needs are set-up; pick up meeting supplies as needed; pick up serving dishes and place them in dishwasher as needed, then put clean dishes in appropriate locations.
- Handle the Meeting Room Rental Agreements for the conference areas. Work closely with renters to confirm all their needs are met. Ensure rent payments are received and submitted to Accounting.
- Maintain log for outgoing packages and conference call number usage.
- File, shred and scan documents as needed.
- Process petty cash reimbursements for staff and prepare petty cash monthly report.
- Prepare purchase order for office supplies as needed.
- Prepare, scan and mail documents to customers as required
- Responsible for ordering and picking up office supplies, soft drinks and water as needed.
- Serve as backup to Director of Operations in daily administrative activities.
- Maintain the Spinetex Monitor
- Communicate with building maintenance regarding service orders
- Record greetings on the telephone's main line.
- Prepare coffee on a daily basis for staff and guests.
- Maintain office refrigerators stocked with waters and soft drinks for meetings at all times.
- Maintain copier stocked with paper at all times.
- Scan and bookmark accounts payable checks and backup documents.

Provide assistance to the Communications Department

- Responsible for the updates on the GIFTS online contact database.
- Assist in distributing via email requests for proposals (RFP) documents, news releases and announcements to target audiences.
- Serve as backup recipient of the general Foundation email "health" when DOC is unavailable.
- Assist in special events projects.
- Set-up for Communications Committee meetings and send meeting notices.
- Special projects as assigned or needed.

Qualifications:

Education and Experience: A high school diploma or equivalent, associate's degree in Business Administration preferred, and a minimum of five (5) years' experience as an administrative assistant.

Knowledge, Skills and Abilities:

- Considerable knowledge of office practices and procedures
 - Considerable knowledge in office and computer equipment including MS Office
 - Considerable knowledge and proficiency of grammar, spelling and punctuation for report and correspondence composition
 - Ability to set up and maintain file systems and prepare reports
 - Ability to grasp and learn related software systems
 - Capacity to deal with varied tasks simultaneously
 - Ability to schedule and perform work efficiently and promptly
 - Ability to apply discretion and maintain confidentiality
 - Excellent verbal and written communication skills in English and Spanish; excellent interpersonal and phone etiquette
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Physical Requirements / Work Conditions:

- Occasional evening and weekend work may be required.
- Work conducted in office environment.
- Repetitive motion in the operation of computer.
- Frequent sitting required; occasional standing, bending, lifting, stooping, and pushing.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.