

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

---

**Position Summary:**

Under direction of the Vice President of Finance and 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, visitors and vendors,
- Setup and put away coffee, water, and fruit at beginning and end of work day for guests and staff,
- Maintain office refrigerators stocked with waters and soft drinks for meetings at all times.
- Maintain copier stocked with paper at all times,
- Responsible for placing service orders with building maintenance,
- Record greetings on the telephone's main line and reset phone for time correction as needed.
- Responsible for the maintenance of the postage meter by uploading updates and stamps,
- Process petty cash reimbursements for staff and prepare petty cash monthly report.
- Maintain office supply inventory and prepare purchase order for office supplies as needed.
- Responsible for ordering office supplies and beverages as needed,
- Provide clerical support for Accounting staff, Director of Human Resources/Executive Assistant, and Director of Communications,
- Maintain Board of Directors and Committee members' attendance sheets and contact lists,
- Sort, date stamp, and distribute incoming mail on a daily basis,
- Schedule meeting rooms in Foundation offices for staff, grantees and renters; set-up refreshments, snacks and catering; make sure audio-visual and IT equipment needs are set-up; pick up meeting supplies as needed; pick up serving dishes and place them in dishwasher as needed, and 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 calendar for conference call number usage.
- Maintain the Spinnetex Monitor,
- Maintain credit card log and back up receipts to ensure purpose and/or initiative are noted prior to submitting to accounting,
- Conducts receipt reconciliation on a weekly basis for the Paso del Norte Charitable Foundation,
- 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 four (4) 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
- 

## **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.

<p>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.</p>
--