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.
- Setup and put away coffee. Prepare water and fruit for guests and staff as needed and permitted.
- Ensure all office equipment in workroom is ready for use on a daily basis.
- Maintain refrigerators stocked with beverages for meetings at all times.
- Responsible for placing service orders with building maintenance. And providing COI's for all vendors.
- Obtain quotes, as needed, for services and products.
- 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 for both Foundations.
- Maintain office supply inventory and prepare purchase order for office supplies as needed.
- Maintain inventory for food and beverage products and ensure to dispose of expired items.
- Responsible for ordering office supplies, food and beverages as needed.
- Serve as safety officer and be familiar with the building's evacuation plan.
- Sort, date stamp, and distribute incoming mail on a daily basis.
- Schedule meeting rooms in Foundation offices and zoom meetings for staff, grantees and renters; set-up refreshments, snacks and catering; make sure audio-visual and IT equipment needs are set-up; pick up after each meeting as needed.
- 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 Boardroom and Meeting Rooms presentable and in order.
- Maintain calendar for conference call number and Zoom meetings usage.
- Maintain the Spinetex Monitor.
- Maintain collateral material such as: letterhead, envelopes, folders, note cards, etc.
- Maintain credit card back up receipts for both Foundations to ensure purpose and/or initiative are noted prior to submitting statement to Accounting.
- Conducts receipt reconciliation on a monthly basis.
- Provide clerical support for Accounting staff, HR Administrator/Executive Assistant (HRA/EA), and Director of Communications (DOC), which may include data entry, scanning and shredding, Zoom coordinator, Boardpaq setup, update and research information for contact database, and other duties as assigned.
- Assist with ordering and maintaining promotional material for office or events.
- Set up for PdNHF and PdNCF Board, all committee meetings, which includes charging iPads, setup iPads with boardpaq, setup boardpaq in boardroom, setup hybrid with camera and polyphone, waters/drinks, ordering meals, snacks and cleanup afterwards.
- Create Board and Committee meetings calendars for following year, add new members to all Board and Committee lists, enter new members into Raisers Edge, Boardpaq and Gifts.
• Save Committee and Board packets from BoardPaq to shared drive in appropriate meeting folders.
• 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.

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.

The essential functions and responsibilities of this job can only be performed while working at the office. Working remotely is not available for this position.