



OFFICE ADMINISTRATOR

The Office Administrator (OA) manages office activities and services to achieve maximum organizational productivity. The OA will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently, including but not limited to frontline reception of incoming calls to the organization, managing shared organizational calendars, mail distribution, shipping and receiving, and ordering, purchasing and maintenance of office equipment and supplies.

The Office Administrator will also be responsible for tracking and analyzing office operational costs and delivery of office services to other departments. In addition, the OA will train staff on office procedures, interface with vendors who provide office services, work with the landlord's facilities and security departments to ensure the safety of employees and clients.

The Office Administrator will also manage basic Information Technology (I/T) services for the office such as Google Apps, LastPass, Dropbox, VirtualPBX and others. It will be the responsibility of the OA to be the primary interface for software and application vendors.

RESPONSIBILITIES

- Manage all office activities and services in support of the Organization
- Maintain the office in good condition and arrange necessary repairs
- Manage all purchasing accounts (i.e. Amazon, Costco, Staples)
- Manage and maintain office copiers, including monitoring and ordering of printing supplies
- Manage and maintain office WIFI and routers
- Manage office budget, ensure accurate and timely reporting
- Manage shared organizational calendars
- Manage suite of IT office applications and software (List of software is extensive)
- Monitor, maintain, order and purchase all office supplies and maintain stock room inventory
- Plan in-house or off-site activities, like parties, celebrations and planning meetings
- Process all incoming and outgoing mail/shipping for the office, including the recording of incoming donation checks.
- Provide support for Programs as necessary (i.e. Pack materials for classes)
- Respond to main organizational telephone, email, walk-in and website inquiries from UYWI client, donors, vendors, and other constituents
- Schedule internal/external meetings and appointments as requested
- Submit timely reports and assist in preparation of presentations/proposals as assigned
- Assist colleagues whenever necessary
- Assist in the onboarding process for new hires
- Assist management and other staff to ensure compliance with applicable federal, state and local laws
- Ensure that all relevant accounts are paid on time
- Liaise with facility management vendors, including cleaning, catering and security services
- *Additional duties as requested*
 - *Note: Due to the nature of the work UYWI performs, this job requires participation in UYWI events and programs as requested and may include performance of duties that are outside of this specific job description*

**Qualifications:**

- Ability to successfully multitask while demonstrating patience
- Availability to work weekends
- Excellent knowledge of MS Office and office management software
- Excellent organizational skills and attention to detail
- Familiarity with email and calendaring tools, like Gmail
- Familiarity with office management procedures and basic accounting principles
- Good working knowledge of technology, systems and concepts
- Hands on experience with office machines (e.g. copiers, printers)
- High school diploma, GED or equivalent
- Outstanding communication and interpersonal abilities
- Proficient in using Windows and/or Mac computers
- Strong time management skills
- Two years of prior experience performing basic office and operational functions in office environment

Critical Competencies

- Ability to interface and engage diverse groups of people.
- Able to translate broad goals into achievable steps
- Anticipates and solves problems and takes advantage of opportunities
- Deals effectively with demanding situations and designs and implements interventions
- Demonstrates commitment to results by being focused and goal driven
- Displays integrity and models positive behavior, develops people, and builds teams
- Is action oriented and innovative
- Manages continuity, change and transition
- Values and enjoys collaboration and working as part of a team