

Senior Administrative Assistant

Department: Operations

Supervisor: Chief Operating and Programs Officer

FLSA Status: Non-Exempt

Classification: Full time

Position Overview

The Senior Administrative Assistant will be responsible for a wide range of administrative duties to ensure the smooth and efficient operation of our office. This position will play a vital role in supporting various departments and maintaining a professional and welcoming environment.

The Senior Administrative Assistant is a full-time position that reports to the Chief Operating and Programs Officer.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage accounts payable and accounts receivable processes, including invoice processing, payment tracking, and reconciliation.
- Assist with purchasing activities, including researching vendors, obtaining quotes, and placing orders.
- Handle credit card transactions, ensuring accurate coding and timely submittals.
- Track budget line items and assist with budget planning and monitoring.
- Act as the receptionist, greeting visitors and directing them to the appropriate personnel.
- Schedule appointments and meetings, manage calendars, and coordinate conference room bookings.
- Oversee office equipment, ensuring functionality and coordinating repairs and maintenance.
- Manage the kitchen area, including stocking supplies, organizing food storage, and ensuring cleanliness.
- Maintain inventory of office supplies and place orders as needed.
- Prepare and set up food and beverages for meetings and events.
- Assist with event planning and coordination, including logistics, invitations, and materials preparation.
- Manage the mail room, including sorting and distributing incoming and outgoing mail.
- Provide general administrative support to various departments as needed.

Competencies and Skills

To perform the job successfully, an individual should demonstrate the following skills:

- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

- Strong attention to detail and accuracy in data entry and record keeping.
- Excellent communication and interpersonal skills, with the ability to interact professionally with all levels of staff and external contacts.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Strong problem-solving skills and the ability to handle confidential information with discretion.
- Knowledge of basic accounting principles and experience with financial record keeping is preferred.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and Experience

- High school diploma or equivalent; additional certification or training in office administration is preferred.
- Minimum of two years experience in administrative roles, with a strong understanding of office operations and procedures.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint) and other relevant software applications.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.