

Position: ADMINISTRATIVE ASSISTANT
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: ADMINISTRATION
Reports to: Operations Director
www.uw.org
Date Prepared: September 4, 2014

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake serves individuals and families in Davis, Salt Lake, Summit, and Tooele counties. This four-county area represents approximately 1.4 million people or about 52 percent of Utah's population.

For over 100 years, United Way of Salt Lake has served and strengthened the greater Salt Lake community. Established in 1904 as the Salt Lake Charity Association, its original mission was to help the poor, discourage panhandling, and coordinate multiple programs. The historic "community chest" with a broad charitable mission has transformed into an agent for social change focused on Collective Impact— bringing partners together in new and innovative ways to identify problems and develop lasting solutions.

United Way of Salt Lake houses United Way 2-1-1, a statewide health and human service information phone line, which connects individuals and families to important resources and volunteer opportunities.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

The Administrative Assistant (AA) manages the front desk, the main phone line and UWSL's multiple meeting rooms. The AA also manages UWSL office facilities, offsite storage, equipment, and supplies under the direction of the Operations Director. The position is full-time 8 a.m. to 5 p.m., Monday through Friday. There may be occasions where it is necessary to arrive early or stay late. This position is best suited for individuals with experience and interest in office management.

KEY RESPONSIBILITIES

- 1) Greet and direct guests to appropriate meeting location; notify staff members when guests arrive; answer and transfer incoming calls; sign for and distribute packages and deliveries
- 2) Manage the scheduling of all meeting rooms and company car; coordinate and assist in the set-up and clean-up of meetings; arrange for meal delivery; distribute parking validations; take R.S.V.P.s for meetings and events
- 3) Manage office facilities ensuring that offices are maintained in a proper and pleasing manner:
 - a) Maintain the mailroom: prepare documents for mailing, meter postage for all outgoing mail; keep the mailroom stocked, organized and tidy
 - b) Maintain front office, all meeting rooms and common areas ensuring that they are organized and tidy
 - c) Manage offsite storage sites

- 4) Manage facility, office equipment, company vehicle and IT maintenance requests ensuring that UWSL equipment is operating efficiently, effectively and safely
- 5) Coordinate work with building management, parking management, maintenance staff, other vendors and contractors as needed. Distribute facility-related information to employees
- 6) Order and maintain office supplies, board kitchen and break room stock; keep mailroom and kitchen areas stocked and tidy
- 7) Deposit checks and prepare an accounts receivable deposit report daily for the Finance Department
- 8) Provide general clerical support for the Admin/HR department and other departments as requested (errands, copies, packets, data entry, etc.)
- 9) Assist in space planning, fixtures, furnishings and remodels as needed
- 10) Perform other duties and special projects as assigned

POSITION REQUIREMENTS

- Exceptional interpersonal and communication skills
- Must be detail-oriented and have strong organization skills
- Demonstrated ability to identify issues and develop solutions
- Demonstrated ability to interact appropriately with various personalities
- Must be a self-starter that is punctual, dependable, and honest
- Professional appearance

MINIMUM REQUIREMENTS

1. High School Diploma
2. 2-3 years office experience in an administrative role with increased responsibility
3. Strong working knowledge of MS Office, including Outlook, Word, and Excel

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, operate a computer and other standard office machinery. There will be some walking; standing; bending; carrying of items such as boxes, papers, or books up to 25lbs.

SALARY INFORMATION & FLSA STATUS

The position is non-exempt paying \$15.00 - \$17.00 per hour depending on experience.

TO APPLY

Only complete applications will be considered for the position. Interested applicants should submit a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>.