

Position: ADMINISTRATIVE ASSISTANT
Hiring Organization: United Way of Salt Lake
Department: ADMINISTRATION
Reports to: Operations Director
Date Prepared: July 7, 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The Administrative Assistant manages the front desk, the main phone line, and UWSL's multiple meeting rooms. This role 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) Act as principal point of contact for guests and outside stakeholders including: directing guests to appropriate locations, notifying staff members, control incoming phone calls, sign and distribute packages
- 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 the break rooms: oversee staff cleaning and stocking schedule to ensure areas stocked and tidy
 - c) Maintain front office, all meeting rooms and common areas ensuring that they are organized and tidy
 - d) Manage offsite storage sites
- 4) Manage facility, office equipment, and company vehicle 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 supplies
- 7) Process mail, deposit checks and prepare an accounts receivable deposit report daily for the Finance Department
- 8) Manage organization's wireless phone plan: monitor usage, pay bills, distribute devices, set-up and terminate lines
- 9) Manage emergency preparedness calendar of trainings, document updates, supplies and materials
- 10) Work with Operations Director to develop and manage special office projects and programs as assigned
- 11) Provide general clerical support for the Admin/HR department and other departments as requested (errands, copies, packets, data entry, etc.)
- 12) Assist in space planning, fixtures, furnishings and remodels as needed

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 and dependable
- Professional appearance

MINIMUM REQUIREMENTS

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

PHYSICAL REQUIREMENTS

The employee is regularly required to clearly communicate with others in-person, over the phone, and via other devices. Must be able to learn new systems and procedures, prepare written communication, and constantly operate a computer and other standard office machinery. The position requires occasional movement throughout the office to access files, papers, or move supplies weighing up to 25lbs. Must be able to remain in a stationary position 75% of the time.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position; hourly rate commensurate with experience.

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include 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>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.