

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

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 primary responsibility of the position is serving as the receptionist, managing the front desk, the main phone line and UWSL’s multiple meeting rooms. The Administrative Assistant works under the direction of, and provides support to the Operations Director. Other staff members may assign minor work projects on occasion. 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.

KEY RESPONSIBILITIES

1. Greet and direct guests to appropriate meeting location; notify staff members when guests arrive; answer and transfer incoming calls; sign for 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. Maintain the mailroom: prepare documents for mailing, meter postage for all outgoing mail; keep the mailroom stocked, organized and tidy
4. Assist Operations Director with facilities management; office appearance and maintenance requests
5. Deposit checks and prepare an accounts receivable deposit report daily for the Finance department
6. Process contest entries and other data entry

7. Order and maintain office supply stock; keep kitchen areas stocked and tidy
8. Provide general clerical support (errands, copies, packets, etc.)
9. Perform other duties and special projects as assigned

POSITION REQUIREMENTS

Must be punctual, dependable, and honest. Must be detail-oriented and organized with the ability to interact appropriately with various personalities. Must be a self-starter with the ability to stay composed in stressful situations. Must have a friendly, professional appearance.

MINIMUM QUALIFICATIONS

1. High School Diploma
2. Two years office experience
3. Strong working knowledge of MS Office, including Outlook, Word, and Excel
4. Exceptional interpersonal and communication skills, both oral and written

SALARY INFORMATION

\$13.00 - \$15.00 hourly

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/>.