

## **Partnership for the Delaware Estuary**

### **JOB DESCRIPTION**

<b>Title :</b> Office Administrator <b>Grade / Step :</b> A2	<b>Status:</b> Regular Part Time Non-Exempt
<b>Incumbent:</b> OPEN	<b>Signature:</b>
<b>Schedule:</b> 9:30a.m. – 1:30p.m. Monday - Friday	<b>Date:</b>

### **GENERAL DESCRIPTION**

The Office Administrator provides support to the executive and administrative activities of PDE.

### **JOB FUNCTIONS**

#### **1. Office Administration**

- Provides support for all incoming and outgoing mail.
- Maintains all employee information lists.
- Receives deliveries and processes packing slips.
- Places all orders for office and facility supplies.
- Provides support to maintain the office space, office & IT equipment and vehicles.
- Schedules attendees, rooms and catering for Board and Committee meetings.

#### **2. Accounting Support**

- Maintains the Petty Cash Box disbursements and replenishments.
- Collects & organizes paperwork for Accounts Payable.
- Enters payables (vendor, employee and credit card) into Quickbooks.
- Produces checks for signature and disburses checks via mail.
- Makes copies and maintains project folders that support invoices to funders.
- Maintains the paid invoice.
- Collects and prepares data for month end activities.

#### **3. Human Resources Support**

- Participates in employee Onboarding and Exiting processes.
- Collects & organizes paperwork for Payroll.
- Enters data into the PAYCHEX payroll website.
- Maintains employee files and payroll files.
- Monitors distribution and receipt of employee manual updates.
- Tracks employee anniversaries for awards.
- Monitors the Suggestion Box and provides information to management.
- Prepares for staff meetings, outings and retreats.

4. Executive and Board Support

- Prepares Board meeting materials and takes Board meeting minutes.
- Schedules attendees, rooms, equipment and catering for Board meetings.
- Maintains contact lists for the Board and Committees.
- Provides administrative support to the Board, Executive Director and Deputy Executive Director.
- Takes Board meeting minutes and maintains Corporate Record Binders.

5. Performs all other duties as assigned.

**REQUIRED SKILLS & EXPERIENCE**

1. 5 years of experience working in a related position
2. Experience planning and implementing meetings.
3. Ability to work effectively in a team setting.
4. Extremely organized.
5. High level of attention to detail.
6. Microsoft Office experience (Word and Excel)
7. Excellent written and oral communications
8. Valid United States driver's license.

**WORKING CONDITIONS**

Time spent in this position will be primarily in an office setting. Occasionally, there will be tasks completed in a storage facility, outdoors, or off-site at event venues. Work hours may shift dependent on events and project assignments. Infrequently, there will be a need to work on a weekend day.

**PHYSICAL REQUIREMENTS**

The incumbent should be able to lift 30 pounds. The incumbent should be able to sit and stand for at least 3 hours at a time.

**REPORTING RELATIONSHIPS**

Reports to: Deputy Executive Director

Direct reports: none