

Partnership for the Delaware Estuary

JOB DESCRIPTION

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| Title: Office Administrator Specialist Epithet: Office Administrator | Status: Regular Part Time Non-Exempt |
| Incumbent: OPEN | Signature: |
| Schedule: 10:00a.m. – 3:00p.m. Monday -Friday | Date: |

GENERAL DESCRIPTION

The Office Administrator Specialist assists in the day-to-day activities related to support of the PDE office and staff.

JOB FUNCTIONS

1. Assists with day-to-day operations of administrative activities by performing specific tasks
 - Provides support for all incoming and outgoing mail.
 - Copies and scans checks for accounting.
 - Receives deliveries and processes packing slips.
 - Places all orders for office supplies.
 - Provides support to maintain the office space, office, IT equipment, and vehicles.
 - Maintains keys to facilities.
 - Assists in IT management.
 - Inputs data for various projects.
 - Assists in managing standard operating procedures (SOPs) for PDE.
 - Maintains warehouse inventory.
 - Fulfills requests for information and products.
 - Supports quality assurance and management plan.
 - Handles day-to-day communications with office and storage space companies
 - Answers phone for general questions.
 - Manages online shared accounts.
 - Maintains shared calendars.
 - Assists in organizing meetings, events, and conferences.
 - Enters/Updates information in Salesforce.

2. Human Resources Support
 - Maintains all employee information lists.
 - Assists in Employee Manual updates.
 - Participates in employee Onboarding and Exiting processes.
 - Monitors receipt of employee manual suggested updates.
 - Monitors the Suggestion Box and provides information to management.
 - Assists in and coordinating logistics for staff meetings, outings and retreats.

3. Other

- o Serves as an ambassador for PDE and the Delaware Estuary Program
- o Performs other tasks as assigned

REQUIRED SKILLS & EXPERIENCE

1. 2-5 years of experience working in a related position.
2. Good organizational and coordination skills, multi-tasking ability, and attention to detail.
3. Experience working in a team environment with staff, partners and volunteers.
4. Experience organizing meetings, events, and conferences.
5. Proficient in MS Office, and Google suites.
6. Excellent written and oral communication skills.
7. Valid United States driver's license and ability to travel to external meetings/field work as needed.

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 depending 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 40 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Operations Director

Direct reports: none