# Position Description: Office Administrator

**Position Title:** Office administrator

**Reports to:** Executive director

**Supervises:** Temporary employees and part-time administrative staff

### **Essential Functions:**

Responsible for the day-to-day administration of office activities, including providing telephone and public reception backup, making travel arrangements, and maintaining files. This position assists with bookkeeping functions, contracts, and other operations-related projects. Duties may also include coordinating volunteers and responding to general inquiries.

### **Primary Duties:**

* Maintain database of clients, donors, and members
* Prepare routine office correspondence
* Organize administrative office tasks, review with executive director, and assign if approved
* Conduct Internet research for office staff
* Organize financial records for review by bookkeepers
* Oversee printing and distribution of organization’s quarterly newsletter
* Order office and program supplies
* Oversee equipment use and maintenance needs
* Coordinate, schedule, and administer payment for all staff members’ work-related travel needs
* Supervise volunteers, interns, or temporary staff when they are assisting with administrative work
* Process check requests, travel expense reports, and petty cash; assist with preparing books for monthly review by bookkeepers
* Purchase equipment and supplies as provided for in budget and in consultation with supervisor
* Assist volunteer coordinator with scheduling volunteers and organizing volunteer jobs
* Draft and edit correspondence and other written materials
* Provide backup assistance to receptionist
* Provide other duties when assigned

### **Working Conditions:**

* Work performed in general office setting
* Fast-paced environment with little privacy
* Work requires only minor physical exertion and/or strain