



JOB DESCRIPTION

Job Title: Administrative Specialist

Reports to: President / CEO
FLSA Classification: FTNE
Supervises Others: None

Dept: Administration
Entity: OneOC Core

SUMMARY:

Under the direction of the President/Chief Executive Officer, the Administrative Specialist provides executive and office administrative support by handling duties & functions related to business development, board governance, community outreach, office, and property administration for the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provides responsive service and support to President/CEO and the Board of Directors. This includes but is not limited to the prompt and effective handling of incoming and outgoing correspondence as requested, communications with community constituents, board members and other key stakeholders and clients.
- Organizes OneOC regularly scheduled internal meetings.
- Prepares all updates in Board Portal for board, committee and task force agendas, minutes, RSVPs, and correspondence.
- Prepares and reviews reports and presentations as requested; works with the Marketing & Communications Specialist to ensure timely social media external communications on behalf of the President/CEO.
- Assists the Marketing & Communication Specialist on annual impact report.
- Serves as meeting organizer for all board, committee and task force meetings, including scheduling, setting up rooms and audio/visual equipment for board meetings, meal coordination, and board, committee and task force packets.
- Participates in client services assistance as requested by President/CEO.
- Serves as primary gatekeeper and organizer for the President/CEO's incoming calls and scheduling and provides solutions if necessary.
- Meets all requirements for confidentiality, from management of corporate documents, financial information and personnel matters for the organization and CEO as well as all board, committee and task force correspondence.
- Organizes and maintains OneOC's historical documents and records.
- Coordinates with property management company maintenance, repairs, and cleaning as needed.
- Coordinates all office supplies orders for the organization.
- Coordinates the surveys assessment tool, taken by companies for recognition at fall Civic 50 event (when applicable).
- Supports the vision and goals of OneOC.

ADDITIONAL RESPONSIBILITIES:

- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone. Prepares and reviews PowerPoint and other forms of presentations as requested.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- High school diploma required with bachelor's degree preferred.
- Two years of senior-level office experience performing detailed tasks.
- Excellent planning, organizing, problem-solving, and multi-tasking skills.
- Demonstrates a high level of initiative and possesses the ability to work independently with confidential information.
- Excellent communication skills, both verbal and written.
- Position requires strong external relations and positive human relations skills.
- Demonstrated skill in managing multiple tasks and deadlines in a high pressure and fast paced environment with minimum supervision.
- Ability to coordinate and prioritize work.
- Capable of making decisions.

COMPUTER & EQUIPMENT SKILLS:

- Has excellent knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Excellent writing skills; computer proficiency in database management, word, excel, publisher or other design program; attention to organization and detail.
- Uses typical office equipment (i.e., fax, phone, copiers).

PHYSICAL JOB REQUIREMENTS:

- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically.
- Will be required to work weekends before and/or late evenings leading up to the events.
- On the day of events, will need to arrive at venues before 7 am.

Please send resumes to:

hr@oneoc.org

OneOC is an equal opportunity employer.