



Title: Office Administrator

Reports to: Executive Director

Classification: Part Time, non-exempt

Hourly Rate: \$21 per hour, 20 hours per week

Primary purpose of the job: The Office Administrator will assist the Executive Director with duties related to keeping the office running smoothly.

Duties:

1. Oversee daily office operations to ensure efficiency and organization.
2. Answering phone calls and emails and directing inquiries to the appropriate department or employee based on the nature of the request.
3. Greeting customers and other visitors and directing them to offices and meeting rooms.
4. Tracking, replenishing, and ordering office supplies to avoid interruptions in standard front office procedures.
5. Assisting with onboarding new employees and coordinating HR-related tasks.
6. Tracking and data entry for donors and members of our organization.
7. Other duties as assigned.

Preparation and Knowledge:

1. Exceptional verbal and written communication skills to respond to emails and provide information to employees and stakeholders.
2. Computer skills to use email, work processing, calendars, spreadsheets, document management systems, etc.
3. Strong Organizational Skills to maintain accurate records.
4. Interpersonal skills to make a positive impression on and interact professionally with employees and stakeholders.

5. Multitasking and time management skills to move quickly from task to task and self-regulate.

Working Conditions:

1. Office environment located in downtown Little Rock.
2. Occasional out-of-town travel for meetings or conferences may occur.

Safety Hazards of the job:

Minimal hazards, general office working conditions. Potential risk of verbal confrontation.

This job description does not list all the duties of the job. Supervisors or managers may ask employees to perform other instructions or duties. All ACADV employees must represent themselves and the organization professionally. Evaluation will be partially based on performance of the tasks listed in the job description. Must pass a criminal background check.

Management has the right to revise this job description at any time.