



## **OPRC JOB DESCRIPTION**

**TITLE:** Administrative Coordinator/Specialist

**PRIMARY RESPONSIBILITY:** To provide high level administrative and project support to CEO and Director of HR. To coordinate and/or perform a diverse set of administrative functions, projects, and support tasks to ensure the organization has the resources needed to operate smoothly and efficiently.

**SUPERVISORY RELATIONSHIP:** Reports to CEO and Director of HR.

**SUPERVISORY RESPONSIBILITY:** May provide functional director to temporary administrative staff required for special projects.

**EDUCATION AND EXPERIENCE:** Bachelor's degree and three to five years' experience in an administrative role in a professional environment supporting the CEO and senior staff in scheduling meetings, correspondence, preparing reports/presentations, research, project coordination, day-to-day office operations, and/or any combination of the above which supplies the required knowledge, ability and skills. Prior experience working with Corporate Boards a plus. Prior experience in research and project management a plus.

### **REQUIRED SKILLS AND ABILITIES:**

- Excellent interpersonal and teamwork skills.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to exercise discretion and maintain confidential information.
- Working knowledge of corporate structure and standard professional office protocols.
- Ability to operate general office equipment.
- Proficient in Microsoft Office Suite, and Microsoft Office 65
- Proven ability to identify and solve problems and assist in cost-benefit analyses.
- Excellent time management with the ability to take ownership of assignments and meet deadlines.
- Ability to multi-task and adapt to changing priorities.

### **SPECIFIC RESPONSIBILITIES:**

#### **Administrative**

- Coordinate organization's administrative functions, projects, and tasks.
- Type and collate correspondence, reports, proposals, and contracts as assigned by CEO.
- Assist CEO and Director of HR in scheduling meetings and preparing meeting documents.

- Assist CEO and Director of HR with special projects and/or presentations as assigned.
- Coordinate and maintain conference room calendar.
- Open and distribute daily office mail, answer phones, greet clients.
- Oversee corporation's equipment and contracts including copiers, telephone system, postage machine and postage account.
- Review and update office emergency evacuation plan annually.
- Coordinate annual fire extinguisher testing and certification.
- Coordinate EAD maintenance and EAD/CPR staff training.
- Order letterhead, envelopes, and other printed collateral for various entities (OPRC, OPHA, MPT, etc.)
- Order business cards for various employees.
- Coordinate offsite printing of booklets/proposals as needed.
- Order office supplies and maintain appropriate onsite inventory.
- Review & prepare invoices for approval by Director of HR – forward to accounting.
- Identify administrative best practices with an eye toward future needs and budget realities.
- Prepare and distribute board meeting packets to board members and staff. (OPRC and OPHA)
- Attend monthly board meetings (OPRC and OPHA)
- Take board meeting minutes and prepare minutes for Board Secretary(s)' approval.
- Update and maintain annual "Board Minutes and Resolutions Folder" (OPRC and OPHA)
- Update and maintain monthly "Board Packet Files." (OPRC and OPHA)
- Update and maintain hard copies of all official corporate files in central file room (real estate transactions, corporate filings, contracts, etc.)
- Maintain electronic lists of corporate entities, board members and commissioners, board committees.
- Other projects or duties, including on behalf of other departments, which may be assigned by the CEO and/or Director of HR.

### ***HR Support***

- Assist Director of HR with annual employee benefits open enrollment.
- Maintain record of required employees' driver licenses and insurance coverages.
- Maintain and update as needed various employee related documents (Employee address list, birthday list, phone extension and cell phone list, card distribution list, annual holiday list).
- Assist in distribution and notification to employees of changes in HR policies.
- Assist Director of HR in coordinating and scheduling company activities, events, and training that create a positive organizational culture.

### ***PHYSICAL REQUIREMENTS:***

- Prolonged periods sitting at a desk and working on a computer.
- Ability to navigate various departments and locations of the company.