



## **OPRC JOB SPECIFICATION**

### **TITLE: Administrative Coordinator/Administrative Specialist**

**JOB SUMMARY:** 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.

**SUPERVISOR:** Reports to CEO and Director of HR.

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

**EXPERIENCE/TRAINING:** 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.

### **GENERAL SKILLS:**

- 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 365
- 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.

### **JOB RESPONSIBILITIES:**

#### **Administrative**

- Coordinate organization's administrative functions, projects, and tasks.
- Manage correspondence, reports, proposals, and contracts as assigned by CEO.
- Identify administrative best practices with an eye toward future needs and budget realities.
- Attend monthly board meetings (OPRC and OPHA)
- Prepare and distribute board meeting packets to board members and staff. (OPRC and OPHA)

- Maintain electronic lists of corporate entities, board members and commissioners, board committees.
- Coordinate offsite printing of booklets/proposals as needed.
- Assist CEO and Director of HR with special projects and/or presentations as assigned.
- Assist CEO and Director of HR in scheduling meetings and preparing meeting documents.
- Oversee corporation's equipment and contracts including copiers, telephone system, postage machine and postage account
- Review & prepare invoices for approval by Director of HR – forward to accounting.
- Coordinate and maintain conference room calendar.
- Order office supplies and maintain appropriate onsite inventory.
- Order letterhead, envelopes, and other printed collateral for various entities (OPRC, OPHA, MPT, etc.)
- Order business cards for various employees.
- Review and update office emergency evacuation plan annually.
- Coordinate annual fire extinguisher testing and certification.
- Coordinate EAD maintenance and EAD/CPR staff training.
- Open and distribute daily office mail, answer phones, greet clients.
- 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.)
- 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 in coordinating and scheduling company activities, events, and training that create a positive organizational culture.
- Assist in distribution and notification to employees of changes in HR policies.
- 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).

#### **PHYSICAL REQUIREMENTS:**

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

**Disclaimer:** This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.