

GADC OFFICE ADMINISTRATOR

GENERAL PURPOSE

Performs a variety of routine and intricate financial, secretarial and administrative work in keeping official records, providing administrative support to GADC Board, President and staff, and administration of the standard operating policies and procedures of the office.

SUPERVISION RECEIVED

Works under the general supervision of the President & CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Finance

- Assists in the preparation of a variety of studies, reports and related budget information
- Assists in the preparation of the annual budget
- Helps prepare monthly financial reports
- Other bookkeeping responsibilities

Responsible for all purchasing

- Office supplies
- Equipment
- Solicits bids on major purchases
- Food and other services for GADC meetings and events
- Maintains and administers contracts on GADC leases and purchases.

Responsible for some personnel matters

- Leave
- Facilitates annual reviews
- New employee orientation

GADC Board

- Prepare agenda, minutes, notices, monthly prospect activity report and resolutions
- Facilitate Board and committee meetings
- Meeting room selection and set-up
- Custodian of all Board documents

Events

- Prepare invitation list, send out and monitor invitations
- Plan menu, solicit bids and order food
- Determine and order necessary equipment
- Prepare site, before and after event

Staff support

- Coordinate rental vehicles, visit meals and accommodations as needed
- Reserve and set-up meeting rooms
- Help with marketing updates
- Appointment setting for staff marketing trips

Other

- Maintains contracts and organization policies
- Maintains personnel files
- Maintains key data bases
- Makes website updates as needed

Coordinates meetings, travel plans and other administrative duties for the President.

Acts as custodian of GADC documents and official records. Establishes and maintains filing systems, control records and indexes using independent judgment.

Prepares a variety of studies, reports and related information for decision-making purposes.

PERIPHERAL DUTIES

Performs other related duties as required.

Operates a vehicle for office business.

DESIRED MINIMUM QUALIFICATIONS

Associates Degree in business administration and three (3) years of administrative experience, or any equivalent combination of related education and experience which provides the necessary knowledge, skills and abilities. Must be able to handle fast-paced, multi-task environment; must have excellent communication skills and computer skills. Must have some knowledge of accounting principles and bookkeeping practices, especially Quickbooks. Must be customer service oriented and be a team player.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; copiers; motor vehicle; calculator; phone; copy; fax machine; proficiency with Microsoft Office Suite including Excel, Word, PowerPoint, Outlook as well as ACT and Quickbooks

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

All applicants should submit a resume and cover letter detailing relevant experience to submittals@gogadc.com **No calls please.**

Position will remain open until filled.