THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Office Assistant STATUS: Nonexempt

# REPORTS TO: Vice President for Administration DATE: August 2016

# Position Summary:

Responsible for providing general office administrative assistance support to include filing, copying, mailings, and special projects.

# Responsibilities Include:

* Monitors and maintains coffee and supplies in the lunchroom.
* Monitors and maintains the cleanliness of the lunchrooms and the use of the lunchroom equipment, including dishwashers and refrigerators.
* Maintains kitchen and catering inventory.
* Assists in the planning and preparation of Foundation meetings and special events.
* Receives and distributes incoming mail.
* Processes outgoing mail, Federal Express and other packages. Drops off outgoing mail to metered post office box at the end of the day.
* Copies, collates and distributes material for quarterly board of director meetings; recycles binders and tabs and shreds material as needed.
* Copies and binds special projects/mailings as directed.
* Purchases and maintains an inventory of office equipment and office supplies. Schedules and coordinates service calls as needed.
* Monitors and coordinates service equipment needs.
* Reviews copy, mail and supply expenses. Recommends changes for budget and cost containment.
* Maintains closed agency grant files, pulls grant files for archiving, and other filing duties as directed.
* Assists with annual Bradley Prizes event, including coordinating and shipping material and proofing lists.
* Maintains vendor information files.
* Serves as back-up to the Receptionist.

**Other Duties and Assignments:**

Other duties as may be assigned by the Vice President for Administration to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Vice President for Administration. Regular contact with all employees of the Foundation. Frequent contact with outside vendors.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with managers and co-workers; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; ability to keep Foundation information confidential.

**Knowledge, Skills and Abilities:**

## Prefer at least two years of administrative assistance experience working in a professional service work environment; associate degree in business administration a plus. Position requires a working knowledge of Microsoft Office software and general office equipment, attention to detail, neat and accurate work.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week. This position requires frequent bending and lifting up to 20 pounds.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date