



Job Title: Office Administrator
Department: Administrative
Reports To: Regional Executive Director
FLSA Status: Non- Exempt
Prepared By: Human Resources
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Summary Performs administrative and office support activities for Regional Office. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Performs administrative and office support activities for multiple supervisors.
- Duties may include fielding telephone calls, receiving and directing visitors, filing, and faxing.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- Updates appointment calendars.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.
- Oversees planning, organizing and managing of the various activities done within and outside the office.
- Serves as the receiver of important mail, documents and ordered items delivered to the organization's address.
- Maintains that the office equipments that are necessary for carrying out various daily tasks in the institution function effectively and sees to the replacement of these items as seen fit.

- Serves as a valuable support system to the staff in carrying out daily tasks, from the menial to the complicated.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or equivalent; or two plus years related experience and/or training; or equivalent combination of education and experience.

Other Qualifications

At least 2 years experience as an Office Administrator preferred.