



Job Title: Administrative Coordinator 3
Reports to: Assigned Supervisor/Director
Status: Non-Exempt

Job Class: Administration
Grade: 4

POSITION SUMMARY

Maintains Policies & Procedures and Contracts in web based software. Applicant should be detail oriented and well organized, able to work with minimal supervision, and exercise independent judgement with agreed upon limits. Supports functioning of Business Office by performing a range of clerical duties as needed with minimal supervision or guidance..

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains Policies & Procedures and contracts in web based software.
2. Manages organization's Policies & Procedures and contract review and update processes, including coordinating with Directors, Managers and Supervisors to ensure review and update occurs on a regular basis.
3. Handles confidential and non-routine information applying extreme confidentiality and sensitivity in the dissemination of this information.
4. Functions as a valued team player in providing professional customer service to all contacts, internal and external. Assures that all contacts are treated with courtesy and respect.
5. Ensures adequate coverage of the Business Office daily functioning, as needed.
6. Supports Center's goals and objectives.
7. Responsible for securing Business Office cash, supplies, and postage.
8. Responsible for inventory of designated supplies and materials.
9. Answers telephone inquiries on a minimal basis, giving information to callers or routing calls appropriately.
10. Greets visitors, ascertains nature of business and conducts visitors to appropriate person in the Business Office.
11. Processes incoming and outgoing mail as appropriate.
12. Performs other job duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

JOB REQUIREMENTS

EDUCATION

High School Diploma or equivalent required. College level course work in business administration and clerical functions preferred.

EXPERIENCE

Two years of experience in office setting preferred; providing clerical support and administrative assistance. Work history must demonstrate mastery of progressively more complex tasks and increased responsibility.



ABILITIES, KNOWLEDGE, SKILLS

Strong working knowledge of administrative and clerical functions. Excellent typing skills. Demonstrated knowledge and proficiency operating personal computer and software programs, including email, word processing and spreadsheets. Ability to exercise independent judgment and to function as team member. Excellent verbal and written communication skills. Excellent customer service and interpersonal skills.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date