



Job Title:	Office Assistant	Job Category:	Administrative / Supportive
Department/Group:	Admin / HR	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	To agency locations
Level/Salary Range:	\$20 to \$23 range	Position Type:	Full-Time; hourly
HR Contact:	Angie Wright	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.

Job Description

ROLE AND RESPONSIBILITIES

- Be professional and abide by agency core values: Service, Passion, Integrity, Respect, Innovation, and Teamwork
- Serve as an initial point of contact for visitors to the administrative offices.

ADMINISTRATIVE DUTIES: RESPONSIBLE FOR HELPING THE OFFICE TO RUN SMOOTHLY.

- Greet visitors in a professional and timely manner.
- Serve as backup to the Client Security & Services Assistant by:
 - Answering the main administrative office telephone line in a courteous, timely manner and refer calls to appropriate staff. Maintaining the agency’s main email address and forwarding emails to the appropriate staff.
- Order supplies for the administrative offices including but not limited to water, office supplies, business cards, kitchen & cleaning supplies, paper products, etc.
- Code Admin office vendor invoices appropriately (account #, class, and grant, if applicable)
- Code the Sysvice, 8x8, Microsoft, Ready Refresh, AT&T bills, etc. each month and route for approval.
- Admin Support for officers as needed
- Assist with candidate and new hire logistics including ordering name plates for Resource Center.
- Serve as primary point of contact for Admin door access (granting access and removing access).
- Collaborate with Accounting Director to reconcile insurance bills each month and route for approval.
- Ensure the Admin conference room is organized and ready for meeting. Schedule the conference room for orientation, audits, etc.
- Sort and distribute agency mail and faxes to appropriate staff; route packages as needed to direct service locations.
- Maintain the postage and copy machines with funds and paper. Provide Kopi-R a meter reading monthly.
- Distribute board manuals to new board members, order name badges and board lunches and purchase drinks as needed.
- Maintain a project list for volunteers.
- Monitor volunteer mailbox and advise opportunities.
- Any other duties as assigned.
- Provide HR support as needed and assist with administrative tasks for the Development (Marketing team)

QUALIFICATIONS AND EDUCATION REQUIREMENTS



- Two or more years of related office experience.
- Analytical approach to problem solving and detail oriented.
- Excellent organizational skills
- Proficiency in Excel and other Microsoft Office Suite products
- Proven track record of planning work to ensure deadlines are met.
- Clear and effective written and oral communication skills.
- Sensitivity and knowledge regarding the issues of family violence and sexual assault and the impact of these crimes on women, children and men.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____