



One Allegheny Square, Suite 430, Pittsburgh, PA 15212
Telephone: (724) 772-5900 or (800) 522-6957
Fax: (724) 772-0256
www.jawesternpa.org

Office Administrator

DATE: February 22, 2010
APPLICATION DEADLINE: March 12, 2010
POSITION TITLE: Office Administrator
DEPARTMENT: Administrative
SALARY RANGE: \$20,000-\$23,000 + Benefits
REPORTS TO: Director of Finance

POSITION OVERVIEW:

Junior Achievement of Western PA seeks dynamic individual to join its team as Office Administrator. This role supports the Fundraising, Program, Special Events, and Administrative Departments and also acts as a liaison between the company President and the Board of Directors. Must be dedicated, have a great work ethic, and be able to take on projects and manage deadlines as needed.

PRIMARY RESPONSIBILITIES:

1. Assistant to the President: maintain calendars, schedule appointments, make necessary travel arrangements, and other various projects for organization President. Must exercise professional judgment related to all aspects of the working, meeting, and travel schedules of the President.
 2. Assist Finance Department: open and distribute all incoming mail, enter all invoices and checks received, file accounts payable, contact vendors with billing discrepancies, and other various projects as needed
 3. Monthly Board Meeting Coordination: Manage and coordinate notices to board of directors, draft correspondence, prepare reports and presentations, reserve room, make food arrangements, and generate packets for all board members.
 4. Special Events: assist with mailings, packet creation, and other various projects related to fundraising events held throughout the year.
 5. Office Purchasing: facilitate office supplies purchasing, contact vendors to obtain best pricing, create order timing based on need, track and receive shipments.
 6. General Office Responsibilities: front office point of contact for all incoming visitors and phone calls, run errands, customer relations, and other standard office functions.
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EDUCATION/EXPERIENCE REQUIRED:

Required:

Associates/Bachelors degree or minimum of a 2 to 3 years of small business / office management experience. Must have strong oral/written communication skills and be very customer focused to manage the administrative operations within the office. Must be capable of handling multiple projects simultaneously. Bookkeeping background is a plus. Excellent time management skills and computer literate with experience in Microsoft Word, Excel, and Outlook. Experience working with company executives.

If interested, please forward resume and cover letter to Cindy Crain, Director of Finance at ccrain@jwesternpa.org.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.