POSITION DESCRIPTION

Title: Administrative Coordinator

Reports to: Executive Director

Summary: Support accurate and timely record-keeping for Administrative functions.

Supervisory Responsibilities: None.

Employment Classification: Full-time 40 hours/week, FLSA non-exempt status.

Salary: $14.00 - $16.00/hour.

General Responsibilities:

Administrative:
1. Greets visitors at 4th floor front desk, informs staff of visitors, and answer main line incoming calls.
2. Maintains inventory of office supplies on hand and coordinates ordering of supplies with staff.
3. Pick up, drop off mail daily, and distribute to staff mailboxes.
4. Setup rooms for Board and other meetings including picking up snacks or other food and copying materials as requested. Return rooms to pre-meeting status.
5. Format meeting agendas, print copies of materials, organize handout packets for board and other meetings.
6. Coordinate dinners for All Staff and motivational committee activities (including picking up groceries or meals).
7. Accompany floor staff to the bank for daily cash deposits, as necessary.
8. Schedule appointments, plan meetings, draft messages, organize files, and other organizational assistance in support of Executive Director.

Human Resources:
1. Input hourly and salary employee wages and PTO into payroll system.
2. Posts job openings and forwards applicants to hiring manager.
3. Prepares new hire paperwork packets and verifies completion of all pertinent forms within three days of start date.
4. Maintains organized, accurate and complete personnel files.

5. Performs background checks and I-9 verification forwarding them to the Controller for final approval.
6. Prepares and distributes enrollment and other materials for health insurance and other benefits to new full-time hires.
7. Works with employee to ensure all benefit paperwork is received and turned into providers before their eligibility date.
8. Notifies benefit providers of cancellations within three days of employee termination.

Accounting:

1. Export daily sales report from sales system and import report into accounting system.
2. Input weekly and monthly accounts payable invoices into system.
3. File paid invoices.
4. File daily POS receipts.
5. Complete deposit summary for checks received in the mail and forward to development for coding and Controller for deposit.
6. Complete weekly Accounts Payable and monthly credit card processing.
7. Other duties as assigned.

Qualifications:

❖ College experience preferred with course work in Business, Human Resources, Non-profit Administration, Public Administration or related field.
❖ Two years of administrative and/or human resources experience required or equivalent combination of college and experience.
❖ Excellent verbal, written, presentation, analytic and problem-solving skills; strong interpersonal skills and attention to detail.
❖ Excellent customer service skills.
❖ General knowledge of Microsoft Word, Excel and Outlook.

Performance Measures:

Upon employment Discovery Gateway performance measure of success consists of an initial 30, 60- and 90-day review. Upon successfully reaching the one-year anniversary, employees will be reviewed each year on their one-year anniversary using the Discovery Gateway Performance review process.

All work is completed accurately and on time; I-9 verification within 3 days of hire, new hire paperwork within 3 days of hire, insurance enrollment within 2 weeks of hire or status change, insurance cancellation within 3 days of termination, report deadlines as defined.

Professional Development:
Attend all Discovery Gateway All Staff Meetings and Department meetings.