



HALE 'ŌPIO KAUA'I
INC.

HALE 'ŌPIO KAUA'I, INC
Job Description

JOB TITLE: Administrative Services Coordinator

PROGRAM: Administration

REPORTS TO: Executive Director & Controller

TYPE OF POSITION: Non- Exempt

APPROVED BY:  **DATE** 3/5/2021
Executive Director

SUPERCEDES JOB DESCRIPTION DATED: 4/21/19 (Executive Administrative Assistant), 1/4/201

I. JOB SUMMARY: Under the supervision of the Executive Director & Controller and in keeping with the mission and values of the organization, organizes and manages the administrative functions of the agency including records and Administrative reports/documents, etc.

II. QUALIFICATION REQUIREMENTS:

Skills/Knowledge:

- Proficient in MS Office (Excel, Outlook, Publisher, PowerPoint, SharePoint, One Drive, etc.) and communications technology.
- Knowledge of all standard office tasks and equipment.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to details and problem-solving skills.

Education/Training: BA in Human Resources preferred but not required. Associate in Office Administration or similar required.

Experience: If Office Admin degreed, three years' experience in office management. HR functions experience is a plus.

III. ESSENTIAL JOB FUNCTIONS:

- **Maintains consumer and employee confidentiality on all levels.**
- **Demonstrates acceptance and implementation of the organization philosophy of family centered, strengths-based, youth-driven collaborative services.**

- **Provides efficient operation of the administrative offices**
 - Providing administrative and clerical support in a friendly, professional manner.
 - Clerical tasks as directed, including typing, filing, data input, creation of forms and photocopying. Maintains and updates general forms, including filing, and verification of filing materials, tracking receipt and request for all required documents.
 - Develops, organizes, and maintains central office records and agency documents including filing and data entry.
 - Creates, maintains and updates overall agency brochures, business cards, etc. Maintains employee, staff, and Board of Directors rosters, supporters mailing list, etc.
 - Coordinates efforts with all personnel to assure that the lounge, microwave, refrigerators, etc. are kept clean and that the office presents professionally. Recyclables are completed on a weekly basis or more as needed. Staff refrigerators are cleaned out weekly or more as needed.
 - Property Management
 - Maintains the office condition and arranging necessary repairs. Maintains Property Management system.
 - Purchases and maintains office/program supplies.
 - Organization Assets – Property tags items, maintains inventory log, schedules maintenance and supports conservation, and dispose/replace items as needed.
 - Schedules maintenance and supports conservation of organization assets: administration building, houses, and company vehicle.
 - Serves as the Chair of the Risk Management and Prevention Committee.
 - Serves as Energy Manager, interfacing with HVAC contractor.
 - Troubleshoots phone, copier, computer and network issues.
 - Other tasks as assigned.

- **Coordination of staff/agency events, etc.**
 - Coordinates overall organization required trainings as needed.
 - Chairs Annual Meeting of the Board of Directors and other functions as requested.
 - Coordinates special events, including staff appreciation event, agency staff meetings, pre-service training, and other functions as requested.
 - Supports staff participation in KUW, HVICW, etc. as requested.
 - Other tasks as assigned.

- **Administrative Support**
 - Primary clerical support to Executive Director & Controller. Performs clerical tasks as directed, including typing, filing, data input, creation of forms and photocopying, etc.
 - Secondary staff in delivering cash/check deposits to the bank. *Controller is primary cash/check depositor.*

- Reconciles check log with deposits; reconciles bank statements.
 - Record minutes during Administrative Meetings.
 - Creates, maintains and updates annual reports, mailing and donor list, etc.
 - Other tasks as assigned
- **Attends trainings and meetings as required.**

IV. OTHER JOB FUNCTIONS: Performs other tasks as assigned.

V. WORKING CONDITIONS:

Environment: Air-conditioned office setting with little or no exposure to extremes of heat, noise or health hazards; occasional meeting facility or conference setting. Off-island travel may be required.

Equipment Use: Telephone, and all standard office equipment, and passenger vehicle.

Work Hours: Normal business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Flexibility required. Occasionally more than 40 hours a week, weekend and evening hours.

VI. PHYSICAL DEMANDS: Must be able to perform job duties at a computer/desk for long periods of time; able to lift, carry, push or pull up to 30 pounds and infrequently up to 50 pounds. Has the ability to bend, stoop, or crawl in tight spaces; use of arms, hands, fingers to reach, handle, feel, grasp, or manipulate objects, should have close, distance, color, and peripheral vision, depth perception; and the ability to adjust focus.

VII. MENTAL DEMANDS: Frequent work under pressure, or deadlines, attention to detail, frequent decision-making, and use of judgment and discretion. Ability to prioritize and manage multiple tasks and a changing workload. Ability to work effectively in a high-traffic area.

VIII. COMMUNICATION DEMANDS: Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.

IX. OTHER: Must have access to a vehicle, and if driving, must have a valid driver's license, safe and responsible driving record, current no-fault auto insurance, with a minimum of \$100,000.00 bodily injury liability coverage.

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Administrative Services Coordinator** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgment

Date