

**Job Title: Operations Executive Assistant**

**Department: Operations**

**Reports to: COO**

**Effective Date: 10/1/2021**

**Job Summary:**

*The Operations Executive Assistant will support the Chief Operations Officer and be responsible for a broad range of administrative and generalist duties for the Human Resources, Finance, and Donation Center duties. The position requires initiative, critical thinking, and independent decision making skills. The professional in this position must be a proactive member of the organization who provides assistance to all members of the executive staff.*

**Duties/Responsibilities:**

*Responsibilities include but are not limited to:*

- *Coordinate specific human resources functions for the organization such as:*
  - *Assisting HR with the processing of staff recruitment, including with vetting candidates, scheduling interviews, processing new hire packets and assisting with onboarding.*
  - *Supporting internal and external inquiries related to the HR Department.*
  - *Compiling and maintaining paper, digital and electronic employee records, including leave information. Including entering employee data into databases as needed.*
  - *Assisting with documentation of employee compensation and benefits.*
  - *Support HR-related training initiatives.*
  - *Working with the COO to write and submit reports on HR activities.*
  - *Coordinating management-employee communications and meetings/events.*
  - *Assist with annual HR audits including but not limited 401(k) and workman's compensation.*
  - *Coordinate benefits open enrollment.*
- *Work with COO on various finance functions such as:*
  - *Ensure all accounts payable invoices are submitted to the Finance Coordinator for payment in timely manner.*
  - *Coordinate bank deposits insuring that deposits are deposited in the correct accounts.*
  - *Scan and file all financial correspondence including contracts, invoices, deposits, etc.*
  - *Assist with annual financial audits.*
  - *Run monthly financial reports*
- *General Administration*
  - *Monthly data entry for program contracts related to invoicing and billing*
  - *Maintain monthly compliance chart and ensure that staff completes monthly tasks and reports.*
  - *Coordination of internal and external meetings.*
  - *Conduct annual IT inventory.*

- *Schedule internal and external meetings for COO and other executives.*
- *Screen and deliver mail.*
- *Assist with reception duties, as needed.*
- *Other duties as assigned.*

**Required Skills/Abilities:**

Examples:

- *Excellent organizational skills and attention to detail.*
- *Excellent verbal and written communication skills.*
- *Excellent time management skills with a proven ability to meet deadlines.*
- *Strong problem-solving skills.*
- *Ability to prioritize tasks.*
- *Ability to function well in a high-paced and at times stressful environment.*
- *Proficient with Microsoft Office Suite especially MS Excel.*

**Education and Experience:**

*High school diploma or equivalent.*

*At least one year of administrative experience.*

**Physical Requirements:**

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 15 pounds at times.*