



Business Office Assistant – Job Overview

(Note: this is not a full job description)

The Business Office Assistant's primary goal is to proactively support the Business Manager to meet HR, Accounting, and other administrative needs to a high standard of accuracy and timeliness. This position works closely with the Business Manager, and also acts as support for the Communications Specialist. This position requires a high level of confidentiality; excellent written and verbal communication skills; excellent organizational skills; attention to detail; and the ability to prioritize and coordinate a variety of duties.

Summary of Responsibilities:

- Incoming and outgoing mail; other general administrative tasks, e.g., copying, faxing, filing.
- Provide systems to monitor stock levels for operating supplies for each department, and place orders; ensure deliveries are opened and placed in correct storage location.
- Accounts Receivable and Payable approval process, electronic and paper file maintenance.
- After successful completion of introductory period, enter payroll in accurate and timely fashion; record and file payroll data.
- Maintain HR forms and files in locations available to employees and management; ensure required notices are posted at all times; maintain Human Resources employment files according to Employment Law recordkeeping requirements; and take a proactive approach to improvements in data and records storage and management.
- Support Communications Specialist and Donations Manager (research for outreach campaigns; mailers, lists, databases, and coordination).
- Support various departmental managers or committees from time to time with Administrative needs.

Qualifications, Experience and Skills:

Required:

- High School Diploma with 1-3 years' experience in an administrative position.
- Demonstrated: ability to work with confidential information; organizational skills; attention to detail; proficiency in Excel, Word, Outlook, and databases; excellent communication skills, both verbal and written; ability to successfully handle multiple projects and meet critical deadlines, in a fast paced environment with multifaceted demands.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Able to work in a non-standard office environment: it is dustier, hotter/colder, and noisier than the general idea of an office environment.

Desired:

- Experience in entering payroll, in preparing and presenting reports, and data analysis.
- Commitment to environmental causes and the mission of Construction Junction.

Physical Demands:

While performing the duties of this job, the employee is required to stand; walk; sit; bend; reach up; use both hands and digits to type and use mouse; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception; lift ordered items which may weigh 50 lbs., such as water jugs, cases of paper.