



ORANGE COUNTY UNITED WAY

JOB DESCRIPTION

Job Title: Administrative Assistant / Receptionist	Reporting To: Executive Assistant
Department: Executive	Exempt/Non-Exempt: Non-Exempt

Overall Purpose of this Role:

To provide administrative support on an as needed basis for multiple departments and act as the face of the organization at the front desk. As such you will greet staff, volunteers, and community partners and will represent the first impression of the OCUW. Position also includes varied administrative tasks, responding to telephone inquiries, directing callers to appropriate parties, schedules meeting rooms and responsible for mail.

Required Skills:

Communication

- Ability to communicate effectively verbally and in writing.

Personal Excellence

- Organize, prioritize and meet deadlines.
- Work simultaneously on many different kinds of tasks.
- Work independently on assigned projects.
- Work with a diverse group of people
- Experience in an office/business environment

Key Accountabilities

- Provide clerical assistance as needed and back up for other administrative staff
- Willingness to be flexible and assist with additional projects as assigned
- Take notes/minutes at meetings as requested
- Assist with mailing projects (mail merges, envelope stuffing)
- Enter data for tracking volunteers at events
- Receive and forward incoming resumes for open positions
- Answer all incoming telephone calls and route to appropriate staff person
- Immediately inform employees of important messages
- Greet all visitors and direct to proper staff
- Accept deliveries, i.e., United Parcel, Federal Express, flowers, etc.
- Process all incoming mail – directing checks to Finance Department
- Coordinate requests and reserve use of conference rooms (internal and external)
- Set up conference rooms for meetings (projector, conference bridge)
- Order lunch or purchase refreshments for meetings
- Coordinate donor information calls
- Complete all month end duties by deadline
- Maintain Lobby Screen Announcements
- Assist Marketing, Community Impact, Donor Relations and Development Departments with special projects
- Update Organization Chart on a monthly basis
- Maintain and update phone directory



ORANGE COUNTY UNITED WAY

JOB DESCRIPTION

Job Title: Administrative Assistant / Receptionist	Reporting To: Executive Assistant
Department: Executive	Exempt/Non-Exempt: Non-Exempt

SUPERVISION AND WORKING RELATIONSHIPS

Position works under the direction of the Executive Assistant.

EDUCATION AND TRAINING REQUIRED FOR THIS POSITION

Minimum of one year as an administrative assistant/receptionist is required.
Spanish speaking a plus.

TECHNICAL KNOWLEDGE

Computer skills with emphasis on Microsoft office 2007 (Outlook, Excel, Word); knowledge of Visio, a plus.

Physical Demands

The employee is required to talk and hear. The employee is required to sit and stand, use their hands and fingers to handle or feel. Vision abilities required by this job include close vision. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. The noise level in the work environment is usually quiet to moderate.

SEND RESUMES TO:

Orange County United Way
18012 Mitchell South
Irvine, CA 92614
recruiting@unitedwayoc.org