**Office Manager/Administrative Assistant Job Description**

Women Organizing Resources, Knowledge & Services (WORKS) is a Los Angeles based nonprofit corporation with a mission to develop quality affordable housing and innovative services for individuals and families of modest means, including those who are most in need and those who lack housing.

WORKS’ Office Manager/Administrative Assistant is responsible for performing a variety of administrative and clerical tasks. Duties include, but are not limited to, providing support to WORKS managers and employees, managing daily office needs and managing our company’s general administrative activities to ensure the efficient and smooth day-to-day operation of our office.

Duties and tasks include:

* Primary responsibility for creating and maintaining an organized, well-functioning office
* Assist with research, reports, applications and/or other tasks under the supervision of senior staff
* Coordinate with outsourced accountant and outsourced human resources management to assure smooth and timely functioning of accounting and payroll systems
* Coordinate time-sheet and payroll submission
* Prepare staff expense reports
* Provide assistance with activities related to asset management, lease up, or development of WORKS real estate developments
* Provide assistance with community engagement; enriched services and/or supportive service activities to WORKS residents or the community at-large
* Ensure functionality and maintenance of office equipment, including computers, printers, copiers, scanners, fax machines, phones and router
* Order office supplies and research new deals and suppliers
* Order/purchase items relating to project development and/or asset management, as directed
* With direction, update and maintain office policies, procedures, reports, and/or forms
* Copy, scan, download, and print a range of reports, data, applications, etc.
* Answer and direct phone calls
* Receive and circulate mail to relevant parties
* Organize and schedule appointments
* Plan and/or coordinate meetings and take detailed minutes
* Write and distribute email, correspondences, letters, faxes and forms
* Maintain filing systems
* Update and maintain contact lists
* Provide general support to visitors
* Coordinate office related meals
* Run office related errands from time to time including the post office, Fedex, etc
* Assist in maintaining a clean working environment (in participation with all WORKS employees)
* Provide additional duties as needed and directed

Qualifications and Educational Requirements:

* Knowledge of the structure and content of the English language, including meaning and spelling of words, rules of composition and grammar
* Proven experience as an administrative assistant, secretary or equivalent position along with at least a High School degree
* Knowledge of office management and clerical systems and procedures
* Working knowledge of office equipment, such as phone systems, copiers and printers
* Proficiency with MS Office Suite software, and ability to type at least 30 words per minute
* Excellent time management and organizational skills
* Ability to prioritize and multitask work as necessary
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Hold a valid California Driver’s License with a clean driving record, auto insurance, and have the ability to drive personal vehicle for office related duties from time to time
* Ability to work in an “open office” environment
* Ability to lift and carry boxes, supplies and/or furniture up to 30 lbs
* Ability to climb a step ladder

Preferred Skills

* Spanish speaker a plus
* Knowledge of nonprofit organization and legal structures a plus

Hours: 40 hours/week

Location:

* In office 795 N Avenue 50, LA CA 90042 5 days a week during normal times
* During pandemic, visit office for mail, etc. minimum 3 times a week, with other work completed offsite

Wages: $20.00-25.00 depending on skills and experience

WORKS benefits for full-time employees are elaborated in our Company handbook, and include:

* Accrual of 10 vacation days/year
* 6 sick days/year
* 6 holidays, and 8 personal days/year
* Employer sponsored health care through Healthnet (HMO) and dental care through CAN Insurance Services at a ratio of 70% payment by the employer and 30% payment by the employee. Employer sponsored health care for employee partner/dependents is available at 100% payment by the employee. (Available following sixty days’ employment)
* Employer sponsored 401(k) plan available (Available following six months employment).

WORKS is committed to advancing justice for all people and views its commitment to diversity, equity and belonging as a core principle of its work, both within the organization and in its work with the communities it serves.