

## SUPERHERO WANTED

If you have:

- Extraordinary ability.
- Moral conviction.
- Great courage.
- A mission to serve

We want you on our team! Jewish Residential Services, a Pittsburgh non-profit, is seeking a compassionate, organized, energetic and mission driven individual to run our office. If you have a can-do attitude and want to work with a great group of people who are making a positive difference in others' lives, we have a job for you.

### **RESPONSIBILITIES:**

1. Provides administrative support to the management team; assists in scheduling, organizing and running meetings.
2. Coordinates with fiscal department to process funds received and invoices, collects and enters employee benefit information, and handles insurance and other contract renewals.
3. Assists with basic IT issues and coordinates with Information Technology provider when there are service issues.
4. Maintains/manages maintenance agreements for the facility, agency vehicles and office equipment, and serves as the primary contact for all vendors.
5. Coordinates the purchase of office supplies and computer equipment for the agency.
6. Acts as the Chair of the Agency's Health and Safety committee. Responsible to assure yearly re-certification of the committee, coordinate yearly inspections as needed.
7. Bills for services under Allegheny County contracts using County web-based systems, completes any necessary documentation and maintains all county contractual agreements and records.
8. Assists Executive Director in preparing materials for board and committee meetings, tracks RSVPs for meetings and acts as secretary to the Board.
9. Other duties as assigned.

### **SPECIFIC POSITION REQUIREMENTS**

1. Proficiency with PC software including, Windows, Office, and other software packages as needed.
2. Strong decision-making and organizational skills, with the ability to set priorities and optimize the use of available resources.
3. Self-motivated, willingness to take on additional projects and learn new tasks.
4. Flexibility to work extended hours on occasion.

5. Use of discretion, tact and good judgment in handling sensitive and confidential information.
6. Strong communication and interpersonal skills and the ability to work with a variety of individuals.
7. Ability to lift up to 25 lbs.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and, proficiency in the Microsoft Office suite of products as well as ability to use other web-based software. Minimum of two (2) years of experience in office administration.

OR

Any equivalent combination of experience and training.

A satisfactory current Pennsylvania Criminal History report will be required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

Equal Opportunity Employer