

POSITION DESCRIPTION

JOB TITLE: Administrative Assistant (COO/HR/Oconto Food Pantry)

FLSA STATUS: Non-Exempt - Hourly

JOB GRADE:

JOB CODE:

REPORTS TO: Newcap's COO

GENERAL SUMMARY:

Responsibilities:

- Administrative Duties for COO & Human Resources
- Oconto Food Pantry

Position is under the direct supervision of Newcap's COO

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Exceptional Communication and organizational skills.
3. Maintain a positive and respectful attitude.
4. High standards of confidentiality
5. Demonstrate flexible and efficient time management and ability to prioritize workload.
6. Consistently report to work on time prepared to perform duties of position.
7. Has a strong work ethic putting the needs of the organization and clients first priority.
8. Ambassador for Newcap, Inc., along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

ESSENTIAL DUTIES AND TASKS:

1. Administrative Responsibilities
 - a. Provide Administrative support to Human Resources and to the COO
 - b. Administrative duties such as filing, copying, typing, and scanning
 - c. Assigned projects from COO & HR
 - d. Exhibits professional communications, via face to face, phone, or email
 - e. Works as a team player by supporting the organization when and where needed
 - f. Professional communication and high level of confidentiality
 - g. Schedule and conduct phone interviews with possible candidates for all positions within the organization
 - h. Update all employee personnel files in a confidential manner
 - i. Organize/electronic files for COO
 - j. Keep COO and Human Resource Generalist on task with their daily calendars

- k. Assists in CSBG compliance/ Bi-weekly meetings
 - l. Prepare PO's for COO's signature and submit to finance
 - m. Prepare and update onboarding packets for new hires as needed
 - n. Update spreadsheets and forms as needed: Telephone, Birthday's, I-9's, Emergency Contacts, Driver's Licenses, Auto Declarations, Active and Termed employees, COVID
 - o. Keep Employee Manual up to date as directed by CEO/COO
2. Food Pantry Responsibilities
- a. Greet and distribute food to clients according to TEFAP regulations
 - b. Stock Pantry
 - c. Complete monthly inventory and enter on spreadsheet
 - d. Oversee Pantry volunteers
 - e. Assist with unloading food truck in Marinette and Oconto locations once a month
 - f. Defrost & clean freezers and refrigerators monthly
 - g. At least twice a week, check temperatures for all freezers and refrigerators
 - h. Ensure Pantry is kept clean
 - i. Physically able to lift 50 lbs
 - j. Create food boxes for distribution to housing clients
 - k. Enter volunteer hours into Captain database
3. Perform other duties as assigned
- a. Complete all projects assigned by the COO and HR Generalist

WORKING CONDITIONS:

This work is generally performed in an office environment. Much of the work will take place in the Oconto office. There could be travel on occasion to other Newcap locations.

EFFORT:

Long periods of time working at a computer terminal. Use of keyboard may be stressful to hands or wrists. Must be able to see, hear and speak. Frequent handling and fingering, reading, working with information, standing, walking. Occasional lifting up to 50 pounds, reaching, climbing, stooping. Minimal evening and weekend are required.

MACHINES, TOOLS, EQUIPMENT:

Computer, cell phone, printer, photocopy machine, fax machine, calculator, shredder, telephone, and vehicle

MINIMUM QUALIFICATIONS:

Administrative skills such as, reporting skills, writing skills, Microsoft Office skills, Excel skills, Managing Processes, organization, analyzing information, professionalism,

problem solving, verbal communication, teamwork, maintaining employee files, dependable, confidentiality, independence. A combination of education, training and experience that results in demonstrated competency performing the work is needed. High school diploma or equivalent education is required. Three years of administrative assistant experience.

ABILITIES REQUIRED:

- Knowledge of software including Microsoft Word, Excel, Outlook, Microsoft Power Point and Adobe Acrobat.
- Ability to read, write using proper grammar/punctuation, and communicate effectively
- Possess organizational, planning, and analytical skills.
- Proficient Computer skills
- Experience with word processing, spreadsheets, and scheduling,
- Ability to perform tasks with minimal supervision or over-site.

Newcap, Inc. is an Equal Opportunity Employer

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license.
- Must pass a criminal background check.
- Must be able to maintain the confidentiality of any information encountered.

PHYSICAL DEMANDS:

Employee must be able to successfully perform the essential functions of this job. You must be able to lift 50 lbs and stand for prolonged periods on occasion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.