

Village of Grandview

OFFICE ADMINISTRATOR

JOB DESCRIPTION

Job title: Office Administrator

Reporting to: Village of Grandview Board

Salary: Commensurate with work experience

Hours: Average 40 hours per week unless otherwise defined by the Board of Trustees

Location: Village of Grandview

Purpose of the position

The Office Administrator plays a vital part in the administration and smooth-running of business within the Village of Grandview. They provide both clerical and administrative support to the staff and Board of Trustees of the Village. The Office Administrator is involved with the coordination and implementation of office procedures and will have responsibility for specific projects and tasks

Responsibilities and Duties

General tasks that the Office Administrator performs include word processing, audio and copy typing, letter writing, dealing with telephone and email enquiries, creating and maintaining filing systems and providing customer service to residents of the Village.

Key responsibilities and duties include:

- devising and maintaining office systems,
- processing and preparing water bills,
- ordering and maintaining stationery and equipment;
- sorting and distributing incoming mail and organizing/sending outgoing mail;
- organizing and storing paperwork, documents and computer-based information;
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- providing clerical and administrative support to other staff and the Board
- keeping the board informed of the activities in the office,
- development/distribution of bi-monthly newsletter,
- schedule and book the muni bldg for rental
- website updates as needed
- To perform such other duties, appropriate to the role, as may be required by the Board of Trustees from time to time

Qualifications Required

Office Administrators should possess at least a Bachelor's Degree or equivalent work experience in any of the following areas: Management, Office Administration, Business Administration, and Operations Management.

Required Skills

Candidates need to show evidence of the following:

- strong organizational skills;
- presentation skills and attention to detail;
- the ability to plan your own work, work on your own initiative and meet deadlines;
- the ability to manage pressure and conflicting demands and prioritize tasks and workload;
- oral and written communication skills;
- tact, discretion and respect for confidentiality;
- a pleasant, confident telephone manner;
- teamwork;
- reliability and honesty;
- project management skills,
- using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
- knowledge and experience in government or public administration a plus

Manager

Signature _____ Date _____