

SAVE – Suicide Awareness Voices of Education

7900 Xerxes Ave. S., Suite 810

Bloomington, MN 55431

JOB TITLE: Administrative/Operations Assistant

LOCATION: Bloomington Office

JOB STATUS: Full time-Exempt

APPROVED BY: Executive Director

REPORTS TO: Business Manager/Events Director

DATE: November 2021

HOURS: 8:00 AM TO 5:00 PM (Flexible 40 Hours)

SCOPE OF POSITION:

Responsibilities of this position are broad and cover backing up and supporting the Business Manager of SAVE. Responsibilities include answering the telephone and providing assistance to callers or directing them to the appropriate resource; distributing mail; assisting in maintaining SAVE's databases; processing incoming/outgoing orders and conference preparation and tracking; ordering supplies; operating and maintaining office equipment; assisting with daily deposits; facilitating correspondence and responding to incoming email requests; performing administrative work in preparation for events and performing other duties as requested.

PRIMARY RESPONSIBILITIES:

- Handle incoming calls on 6-line phone systems, providing information/assistance or routing to appropriate staff member or external organization.
- Process incoming orders and requests for educational materials including systems input, invoice and packing slip generation, and fulfillment.
- Data entry into SAVE's database ensuring accurate and up-to-date information.
- Assist with maintaining Operations Manual and Board of Directors meetings.
- Maintain educational program and materials stock ensuring quality control on production.
- Assist with daily deposit and proper coding for financial records.
- Responsible for assisting with management of inventory of supplies, operation and maintenance of office equipment.
- Provide support to staff with photocopying, faxing, filing and reporting as needed.
- Assist on program and events as needed regarding administrative needs for events.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- Two year Associate Degree or higher
- Minimum of one year of related office experience, preferably in nonprofit environment

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- Proficiency in Microsoft Office products including Outlook, PowerPoint, Word, Excel and Access

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to function independently
- Ability to communicate complex and sensitive information effectively
- Ability to exercise discretion and professionalism
- Strong customer service skills
- Strong oral and written communication skills
- Attention to detail
- Strong organization skills and ability to prioritize
- Willingness to work collaboratively in a small office environment