

HAVEN HILLS, INC.
POSITION DESCRIPTION

Position: Administration Associate
Hours: Full-Time / Non Exempt (40 hours/week)
Salary:

Position Summary:

Under the direct supervision of the Executive Director, responsible for compiling reports, managing calendars, putting together meeting and events, office management, maintaining files and records and providing support to the Executive Staff as needed. This is an entry-level position.

Position Responsibilities:

ADMINISTRATION

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Collect, sort, and distribute all Haven Hills mail.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Analyze supply and energy consumption to determine cost-savings.
- Maintain Haven Hill's archival and administrative files.
- Manage data and record collection, storage, and shredding/removal of corporate documents.
- Assist with the management and preparation of public contracts.

HUMAN RESOURCES

- Maintains and updates staff job descriptions and coordinate interviews for all Haven Hills managers.
- Manage personnel data and records, employee benefits, and oversee consultant agreements.
- Coordinate personnel administration, hiring, evaluation, discipline, termination of employees, and other human resources related issues.

BOARD ADMINISTRATION

- Coordinates and administers activities related to the Haven Hills Board of Directors and related committees of the organization.
- Responsible for coordinating meetings, generating reports, meeting minutes and materials and communicating with board members regarding related activities.
- Attends all board of director meetings and maintains meeting minutes.

COMMUNICATIONS

- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Manage the acquisition, use, and inventory of all equipment.
- Troubleshoot basic IT issues.
- Other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree required
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Experience in database applications
- Must be computer literate with excellent skills in Microsoft Excel
- Must be a self-starter capable of working independently and work collaboratively
- Ability to establish and maintain effective working relationships with staff, volunteers, board members, government officials, and community stakeholders
- Knowledge of domestic violence highly desirable
- Must write and speak clearly and effectively in English
- Excellent communication, active listening, and problem-solving skills

- Must have a valid California driver's license, an automobile that may be used during work hours, and maintain adequate auto insurance
- Must undergo fingerprinting, TB testing, and drug testing, as required

Haven Hills is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, gender, age, or life style.

AMERICANS WITH DISABILITIES ACT COMPLIANCE INFORMATION

To comply with the American with Disabilities Act and other applicable laws insuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless such accommodations create an undue hardship on Haven Hills.