



Position Title: Administration and Facilities Specialist
Supervisory Responsibilities: None
Budget Responsibilities: None
Reports To: Senior IT and Facilities Manager
FLSA Classification : Non-Exempt
Date: August 2024

POSITION SUMMARY:

Manages Organization's program Administration task and facility services to ensure objectives are met and the highest quality services are provided to clients. Responsibilities include: Ensure that Administrative tasks with Facilities and Vehicle, management of facilities services, Coordinates the maintenance of the facility.

PRIMARY RESPONSIBILITIES:

1. Perform administrative facilities tasks including but not limited to tracking and ordering supplies to ensure smooth operations, opening and distributing mail, coordinating facilities repair or operations work and other duties as needed.
2. Perform administrative tasks about Identity vehicles such as ordering driving records, tracking drivers training, stocking vehicles with appropriate cleaning supplies.
3. Work to build and maintain an excellent collaborative and professional relationship with other Identity Managers. Offer solution/ideas for issues and concerns that are raised, in regard to Facilities and Administration responsibilities.
4. Ensures all staff has successfully completed all required vehicles trainings and certifications.
5. Organize and maintain the document archive to ensure all records are easily accessible.
6. Perform regular audits to ensure documents are up-to-date and correctly filed.
7. Coordinate and schedule meetings, including arranging meeting rooms and sending out calendar invitations.
8. Compile and prepare various reports as needed by the management team.
9. Ensure accuracy and completeness of information in all reports.
10. Ensure the smooth functioning of programs under your responsibility.
11. Participates with focus and professionalism at required trainings, presentations, and meetings.
12. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to workplace and shares ideas and suggestions.
13. Maintains confidentiality of all sensitive information.
14. Provides excellent customer service to all contacts, including colleagues, clients, vendors, etc.
15. Perform administrative facilities tasks including but not limited to tracking and ordering supplies to ensure smooth operations, opening and distributing mail, coordinating facilities repair or operations work and other duties as needed.
16. Establishes and maintains a strong network of professional relationships with vendors for Identity.

SECONDARY RESPONSIBILITIES:

1. Ensures proper use of Identity's vehicles by providing training to staff to include tracking mileage and managing "sign-out" schedule.
2. Ensure proper maintenance of Identity's vehicles are on time and according to manufacturer recommendations.
3. Ensure equipment is properly maintained.
4. Participates in organization's advocacy activities.
5. Assists coworkers as needed.
6. Performs other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- High school diploma or GED required. Associate's or Bachelor's Degree preferred.
- Minimum one years of experience working in an administrative office.

SKILLS AND ABILITIES:

- Bilingual English/Spanish required.
- Proficient in Microsoft Office, experience with printers and fax machines.
- Strong oral and written communication skills.
- Demonstrates reliability, attention to detail, and creativity in work.
- Practices with a strong set of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment.
- Is able to prioritize and organize multiple projects to meet deadlines signifying good problem-solving skills, effective and efficient use of resources, and flexibility in working schedule.
- Is able to work under pressure and promptly resolve urgent situations with patience and professionalism.
- Strong interpersonal skills with ability to build rapport with others while upholding strong customer orientation.
- Work collaboratively with diverse clients and staff at all levels.

WORK ENVIRONMENT:

- Requires travel between sites. A valid driver's license is required.
- Temperature controlled open floor plan and easily interrupted with visitors and external noise.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 70% of the workday.
- The ability to lift and move up to 10 lbs.