THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Administrative Assistant STATUS: Nonexempt

# REPORTS TO: Vice President for Administration DATE: August 2016

# Position Summary:

Responsible for providing administrative support to Vice President for Administration, maintaining the Foundation’s mailing database, and preparing mailings.

# Responsibilities Include:

* Provides administrative support to Vice President for Administration, including calendaring, correspondence, recordkeeping, travel reservations, and technology support.
* Maintains eTapestry CRM and mailing database including updates, additions, and deletions.
* Coordinates review of lists prior to project mailings.
* Prepares merges with eTapestry and Gifts for annual mailings including annual reports, Prizes nominator letters, Prizes save-the-date, Prizes invitations and holiday cards.
* Prepares mailings for special events.
* Enters and tracks event attendance in database.
* Runs queries and reports as requested.
* Prepares Bradley Prize nomination write ups.
* Provides back up for incoming calls to the switchboard (i.e., telephone backup group).
* Coordinates task list for weekly on site tech support.
* Assists with annual Bradley Prizes event, including compiling, proofing and tracking replies.
* Coordinates technology needs including troubleshooting issues, ordering equipment, scheduling service calls and reviewing expenses and recommended changes for budget and cost containment.

**Other Duties and Assignments:**

Other duties as may be assigned by the Vice President for Administration to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Vice President for Administration. Regular contact with all employees of the Foundation. Frequent contact with outside technology support.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with all employees, outside vendors, and business contacts; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; and ability to keep Foundation business information confidential.

**Knowledge, Skills and Abilities:**

Associate degree in office administration preferred with at least three years of administrative assistance experience in a professional work environment. Qualifications would include professional customer service skills, effective verbal and written communication skills, professional phone etiquette, working knowledge of Microsoft Office software, general office equipment, multiple phone lines, detail oriented and accurate.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 hours a week.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date