



Job Posting: Administrative Specialist, Full-time

TITLE AND INTRODUCTION: This position is responsible for providing front office reception and general administrative support; developing and maintaining office systems; and assisting the financial and payroll specialist with accounts payable and receivable.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Responsible for office opening, closing and customer reception. Ensures that incoming calls and walk-ins are assisted in a timely and courteous manner during regular office hours. Ensures office opening and closing procedures are followed and office is presentable.
- Assists with payables and receivables in coordination with Financial and Payroll Specialist.
- Manages timesheets in coordination with Financial and Payroll Specialist.
- Manages incoming absentee ballot request, official ballots, and related election information.
- Manages administrative and shared files including the paper and computer files.
- Maintains customer assistance database including ensuring accuracy of information in the database and ensuring that new customers are entered into the database.
- Assist management and staff in querying data from the customer service and SWIMS databases, and pulls reports to be downloaded to the state's SWIMS database.
- Familiar with the basics of public records and notice requirements and assists management in meeting these requirements.
- Provides administrative support and handles registrations for workshops, annual meeting and special events.
- Provides executive support to the Director including assistance with calendar, communications, and tracking of deadlines.

QUALIFICATIONS

- Associate's degree, Bachelor's degree or previous experience preferred.
- Ability to demonstrate some knowledge of or an appreciation for natural resource conservation.
- Ability to type and operate basic office equipment (copy machine, fax machine, etc.)
- Ability to maintain financial records.
- Excellent public relation skills.
- Ability to communicate effectively in both oral and written form.
- Familiarity with popular computer software (including, but not limited to, MS Word, Excel, Access, Peachtree, PageMaker and Publisher)
- Ability to cover the office from 8:15 -4:45 and work occasional evenings.

COMPENSATION RANGE AND BENEFITS

- Pay Grade 3 starting at \$14.13 contingent upon funds. This position is paid on an hourly basis.
- Eligible for Family Health, Dental and Vision with full-time hours.
- 10 paid holidays, annual and sick leave benefits, flex time benefits, and Public Employees Retirement Benefits.

TO APPLY

Please send Resume and Cover Letter to Administrator@franklinswcd.org, or mail to: 1404 Goodale Boulevard, Suite 100, Columbus, Ohio 43212. The deadline for applications is December 15th or until the position is filled.