



Job Posting: Administrative Specialist, Full-time

This position is responsible for providing front office reception and administrative support; maintaining office systems; and assisting with accounts payable and receivable. This position will work with an administrative assistant as available.

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 and reception area is presentable.
- Ensures office is properly supplied by reviewing office supplies on a regular basis and placing restock orders.
- Assists with payables and receivables in coordination with Financial and Payroll Specialist.
- Manages district inventory including receipt of new items, tracking existing items and disposal of items.
- 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 and entering new customers.
- Assists with querying data from databases and pulls reports to be downloaded to the state's reporting database.
- Assists with progress reports to working agreement partners.
- Assists with preparing for monthly board meetings, board communications and related records.
- Assists with required state paperwork and public notifications.
- Assists with tree sale orders and processing community backyards vouchers as needed.
- Assists with meeting public records and notice requirements.
- Manages registrations for workshops, annual meeting and special events.
- Provides support to the Director including assistance with calendar, communications, and tracking of deadlines.
- Manages tracking and follow up for donations made to the Columbus Foundation Conservation Fund.

QUALIFICATIONS

- Three years previous experience preferred. This can include time enrolled in a degree program.
- Able to demonstrate knowledge of or appreciation for natural resource conservation.
- Able to maintain financial records and good at identifying math errors.
- Able to proof correspondence and written reports for basic grammar and spelling.
- Has a positive attitude and good public relation skills.
- Able to work well with other administrative staff including providing and requesting assistance when needed.
- Familiar with popular computer software (including, MS Word, Excel, Access, Quickbooks, and Adobe Suite)
- Able to pass a credit background check.
- Able to cover the office from 8:15 -4:45, Monday through Friday, and work occasional evenings.

COMPENSATION RANGE AND BENEFITS

- Starting Pay \$18.50 – \$20.00, commensurate with experience. This position is paid on an hourly basis.
- Eligible for Family Health, Dental and Vision with full-time hours.
- 11 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 April 20th or until the position is filled.