

JOB DESCRIPTION: Office Assistant

Rev. 11/2022

Job Title: Office Assistant

Reports to: Director of Facilities & General Manager

Department: Facilities/General Management

Salary Range: \$15-17/hr

FLSA Classification: Part-Time, Non-Exempt; 20 hours/week

General Statement of Job Function: Assists Director of Facilities and General Manager with administrative needs related to physical and strategic maintenance of the physical plant for all of Goodspeed facilities (currently 37 +/-) in addition to other clerical functions in support of general management.

Building Services Duties and Responsibilities:

- Process vendor invoices for payment in QuickBooks.
- Assist Building Services department employees.
- Assist Director of Facilities in oversight and organization of repairs, maintenance, and capital improvements for all of Goodspeed's buildings and physical plant.
- Work with Director of Facilities to prepare and track annual department budget.
- Maintain usage tracking for utilities, water, and operational systems, as well as tracking of services contracts and vendor relationships.
- Maintain databases for janitorial, filters, liquor and paper supplies.
- Assemble bank deposit and coin deposit for soda machine and laundry machine revenue.
- Manage purchasing of office, janitorial, name tags, liquor and bar supplies for the entire organization.
- Assist Director of Facilities with maintenance and budgeting for Goodspeed's fleet of vehicles, as well as driver database.

General Management Duties and Responsibilities:

- Implement onboarding process for all new hires, and coordinate with Payroll regarding the same.
- Assist with coordination of company-wide events (in tandem with Executive Assistant).
- Reconcile monthly credit card statement for GM.
- Assist Finance Department with filing as needed.

Other Duties and Responsibilities:

- Research and assist with energy reduction and/or conservation measures for physical plant as appropriate.
- Assist with bank deposit run as needed.
- Other duties as assigned.

Required Qualifications & Skills: Experience with Microsoft Access and QuickBooks;

Bachelor's Degree required or the equivalent experience in an office environment; strong written and verbal communication skills.

Preferred Qualifications & Skills: Experience in a facilities or building maintenance workplace; evident personal and professional integrity; an organized, focused and goal-oriented personality, coupled with a high level of initiative, energy and ability to work independently.

Employee Acknowledgement / Date

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