



JOB TITLE: Office Administrator

REPORTS TO: Director of Administration and Finance

The Women's Opportunities Resource Center (WORC) is a nationally recognized not-for-profit organization headquartered in Philadelphia that promotes social and economic self-sufficiency for economically disadvantaged women and their families. WORC provides training, individual business assistance, a savings program, support services, and access to business and financial resources. WORC received the "2001 Presidential Award for Excellence in Microenterprise Development: Poverty Alleviation" from the United States Department of Treasury.

WORC is seeking an Office Administrator to organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency, and safety. This position requires a wide range of administrative support related tasks that must be completed with little or no supervision, be well organized, flexible, and enjoy the administrative challenges of supporting an office of diverse people.

Essential Duties and Responsibilities:

- Office Administrator ensures the smooth running of the front office on a day-to-day basis. This includes managing emails, faxes, mail distribution, answering and responding to calls and emails from customers and clients directing them to relevant staff. Ensure the agency/program information in lobby area is maintained, update and current. Manage the daily operations and upkeep of the computer lab, resource center and incubator.
- Receptionist services and oversee relief support.
- Facilities management and security of building, ensuring building is kept in city code compliance. Secures and manages all contracted facilities services such as janitorial services, HVAC, elevator, pest control, snow removal, electrical and plumbing. Minor repairs up to \$500.
- Troubleshoot minor computer repairs, contact network administrator when needed and provide computer support/training to staff.
- Office equipment is kept in working order, order supplies, maintain inventory and security of supplies (purchases under \$250). Manage relationships with outside vendors.
- Human Resources duties includes: posting job descriptions on job sites, initial applicant screening, setup and maintain employee files. Maintain personnel, consultant, board, and advisory contact lists. Ensures monthly birthdays are acknowledged. Distribution of paychecks
- Manage petty cash, ensure deposits are made according to operating procedure, and writes Thank You letters.
- Prepare and set up for events, meetings etc., ordering appropriate food.
- Provide administrative assistance as needed to support executive office and program services

Education and Experience: Minimum of 2-5 years of administrative or office assistant experience along with strong written/verbal and computer skills. College degree required.

Contact: Please submit cover letter and resume with salary requirements to careers@worc-pa.com. Resumes will be accepted until the position is filled.