

## JOB DESCRIPTION

**TITLE: OFFICE ADMINISTRATOR (Rev. 11.10.2021)**

**REPORTS TO: CEO**

**CLASSIFICATION:** Part-time, Non-Exempt

**JOB SUMMARY:** The Office Administrator is the primary administrative support for the CEO, Board of Directors, and IFAM Staff; provides overall organizational support; manages daily office operations, IFAM Store sales, in order to optimize the organization's efficiency and communications both internally and externally.

**ESSENTIAL FUNCTIONS:** Responsibilities of this position include, but are not limited to, the following duties:

### A. Executive Support:

- Provide administrative support for the CEO
- Schedule committee meetings, arrange room reservations, and coordinate meeting refreshments when applicable
- Assist as needed with general correspondence, mail merges and word processing jobs
- Lobby reception for guests

### B. Board of Directors

- Board and Executive Committee administrative support needs; prepare emails and hard copy packets for meetings
- Maintain Board Records binders

### C. Office and Facility Management

- Monitor IFAM Store and process all sales
- Function as main contact for telephone, internet, and copier suppliers; troubleshoot any technical and office machine problems
- Receive and distribute mail and packages
- Monitor and order all supplies (office, kitchen, bathroom, and maintenance); stow all supplies upon arrival
- Daily responsibilities include:
  - Check all common areas (conference rooms, printer areas, kitchen, and bathrooms) for orderliness and any needed maintenance
  - Maintain supplies in kitchen and bathroom
  - Check landscaping areas to ensure proper maintenance; make sure responsible vendor is performing as agreed

- Function as main point person for all facility maintenance vendors and contractors, monitoring all for proper performance and scheduling

**D. General**

- Support during the annual IFAM to be assigned
- Perform other duties as assigned

**QUALIFICATIONS**

- Minimum 3 years of experience with demonstrated success in performing executive level support functions
- Competency and fluency with computer technology, the internet and e-mail
- Excellent communication skills, both verbal and written
- Effective time management skills and pro-active communicator
- Maintain a high level of confidentiality
- A driver's license and some travel for errands is required

**CHARACTERISTICS**

- Ability to work in a self-directed manner with minimal supervision
- Detail-oriented, strives for accuracy while balancing the need to meet deadlines
- Support and work closely with CEO to accomplish organization goals and deadlines
- Provide support as needed
- Professional and friendly demeanor; foster teamwork; graceful under pressure

**SUPERVISORY RESPONSIBILITIES:**

- Oversee assigned office volunteers
- Not responsible for hiring and evaluation

**PHYSICAL and OTHER REQUIREMENTS**

- Ability to sit and/or stand for sustained periods of time.
- Repetitive motion – substantial movements of the wrists, hands and fingers.
- Close visual acuity to perform an activity such as preparing and analyzing data and figures, and viewing a computer terminal.
- Walking – moving about on foot to accomplish tasks, particularly moving from one work site to another during markets.
- Ability to occasionally lift up to 20 pounds.
- Exposure to both indoor and outdoor environments.

**WORK ENVIRONMENT / DYNAMICS:**

This position takes place in a fast-paced environment, especially during the two months prior to production of the annual Santa Fe market. The incumbent should be prepared to be assigned additional hours, which may include over-time, during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable

developments including changes in market structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected.