



PURCHASING & OFFICE MANAGER

AERO

DEPARTMENT: Administrative
REPORTS TO: Executive Management Associate
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAY RATE: \$20.60 - \$22.60 per hour

POSITION PROFILE:

A professional position responsible for the overall functioning of the office.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Serve as the purchasing officer for supplies, postage, large furniture, large/bulk items that can be consolidated across sites and units
- Liaison with property management and security
- Provide office orientation to new employees, interns, volunteers, and trainees including but not limited to key distribution, lock-up procedure, location of supplies, etc.
- Manage physical office space (including janitorial service, maintenance and repairs); Maintain room schedules; Maintain cleanliness of meeting rooms, other shared spaces and organization of office mail station, etc.
- Front desk receptionist coverage during times the Dual Site Receptionist is at the FRC office site
- Utilize visitor management systems (VMS) once established and create visitor badges
- Responsible for the delivery of the SAY mail run 3 times per week; Supervision of incoming and outgoing mail; Manage the metering of outgoing postal mail
- Communicate positive and negative feedback from the community through your supervisor to management
- Other tasks as assigned by the Executive Management Associate

QUALIFICATIONS (Education, Experience and Certifications):

- Bilingual Spanish is preferred
- Valid CA Driver's License
- Access to reliable transportation and able to use it for job-related tasks
- Prior experience in office management and/or clerical work
- Experience using spreadsheets, database and word processing software
- Competency in maintaining accurate and detailed records
- Have a driving record that complies with SAY Driving Policies

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective oral and written communication skills
- Ability to meet deadlines and manage multiple priorities
- Strong customer service skills
- Capable of working independently and responsibly



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WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.