Administrative Manager

Department: Agency Services
Classification: Full-Time
Reports To: President & Chief Executive Officer

Summary:

Reporting to the President & CEO, the Administrative Manager is the first point of contact for all staff and guests. The Administrative Manager is responsible for creating an engaging office environment and positive interactions with all visitors and staff. The Administrative Manager works within Community Link’s policies and procedures to oversee the day to day administrative operations. The Administrative Manager works actively, internally and externally with the out-source vendors to ensure that the organization’s Finance, IT and Human Resources needs are met. The Administrative Manager assists with preparation of the payroll and with personnel administration. The Administrative Manager assists the President & CEO in preparing for the Board of Directors and other governance meetings. Ultimately, the Administrative Manager is responsible for assuring that the organization has the administrative support necessary to conduct its business and fulfill its mission.

Essential Duties and Responsibilities:

Administrative:

- Perform and supervise general office activities, such as greeting visitors, filing, photocopying, faxing, processing outgoing and incoming mail, routing and screening all incoming calls, and distributing messages to appropriate team members.
- Ensure that conference rooms, meeting rooms and reception areas are ready for meetings.
- Oversee the preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products, or services.
- Provide or oversee centralized operations and procedures of services for the agency.
- Plan and coordinate staff development and monthly agency-wide staff meetings.
- Create and maintain effective internal controls for equipment inventory.
- Maintain and safeguard agency records.
- Manage the organization’s office and storage space. Perform as liaison with varies vendors, providing maintenance, security, and other occupancy services.
- Works with management team and staff to update and maintain Community Link website.
**Human Resource:**
- Collect/approve all timecards and payroll information from Community Link employees, and transmit to payroll service.
- Distribute payroll and employee reimbursement checks.
- Assist managers with personnel issues and administration of personnel policies.
- Conduct new employee orientation, and exit interviews, forward employee materials to Human Resources.
- Assist Managers in recruitment process.
- Post government posters for employee reference.
- Maintain Employee personnel files.

**Finance:**
- Assist program Directors preparing and maintaining contract requirements.
- Develop external relationships with appropriate contacts, e.g. IT, accounting firm, and human resources.
- Code vendor invoices and employee expense reimbursement forms and transmit to Accounting Department.
- Review and approve weekly payable for processing.
- Prepare month end program reports for office equipment and send to Accounting Department.
- Assist Accounting department in preparing monthly grant invoices.
- Assist the CEO in providing staff support to the Board of Directors and committees.
- Assist the CEO to organize funding raising events and receptions.
- Complete Welfare Claim Exemption form for President/CEO signature on annual basis (Property taxes exempt form).
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- Ability to understand and analyze financial data.
- Ability to present information in a consistent, organized and accurate way.
- Ability to communicate and work effectively with staff, the Board of Directors, and the public.
- Ability to work in a self-directed, organized manner.
- Good working knowledge of office procedures and office management.
- Excellent ability to effectively communicate in both a verbal and written manner (director & above level).
- Excellent telephone receptionist skills with a thorough knowledge of telephone etiquette.
- Ability to understand technical instructions.
• General background and knowledge in accounting procedures.
• Excellent computer software skills – Microsoft Office (Word, Excel and Access), email and electronic calendar (Outlook).
• Effective problem solving and negotiating techniques.
• Ability to function independently in a multi-task environment, as well as part of a team.
• Ability to show flexibility in response to change and accommodate new methods and procedures.
• Knowledge of human resources concepts, practices, policies, and procedures
• Disciplined and able to maintain confidentiality

**Desired Education and Experience:**
• Associate degree and two years of related work experience or the equivalent of four years of related work experience.
• General background and knowledge in accounting procedures, bookkeeping and budget experience.
• Experience in office management, administration and good computer skills.

**Application Process:**

Job description and application form is available at [www.communitylinkcr.org](http://www.communitylinkcr.org).
Submit completed application, current resume, and cover letter describing relevant skills and experience to the address below.

Steve Heath
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