

Position Description: UNWLA Office Administrator

The UNWLA Office Administrator is usually the first point of contact for members, vendors and the general public with the UNWLA organization. As such, she must have excellent people skills as she sets the image of the organization. In addition to administrative skills, she must be knowledgeable about the organization and be able to communicate fluently in both Ukrainian and English.

The Office Administrator is a paid position and reports directly to the UNWLA President.

Job Responsibilities:

- Answers phone, logs calls, responds to inquiries, records and distributes messages.
- Receives and screens visitors.
- Sorts, opens, date stamps, and distributes incoming mail.
- Reviews incoming emails for required action.
- Records checks/cash received and makes bank deposits.
- Establishes and maintains office files, logs, indexes, control records, or other information
- Enters, retrieves, updates, verifies, and maintains membership information using Excel spreadsheets.
- Enters, retrieves, updates, verifies, and maintains *Our Life* magazine subscribers mailing list using Excel spreadsheets.
- Maintains office records for Branch reports, and correspondence.
- Composes and types routine letters.
- Maintains confidentiality of documents and information received.
- Determines needs and orders office supplies, equipment, repair and maintenance services through agency channels.
- Operates standard office equipment, including copier, fax, scanner, telephone answering machine.
- Additional responsibilities open to review by the Executive Board.

Knowledge, Skills, Abilities

- Knowledge of office practices, procedures, and computer software programs;
- Knowledge of English and Ukrainian language usage and grammar;
- Knowledge of the UNWLA organization;
- Ability to communicate effectively in English and Ukrainian;
- Ability to compose routine correspondence and reports;
- Ability to use a personal computer (XP System) and Microsoft Office software (Microsoft Word, Excel);
- Ability to operate standard office equipment, including copier, fax, scanner, telephone answering machine.