

**Aster Aging, Inc.**

**Job Description: Executive Assistant/ Office Manager**

**Overview:** The Executive Assistant/ Office Manager is a professional level administrative support position within a non-profit social service organization. The position will perform a variety of highly responsible and complex administrative and clerical tasks in support of Aster's vision, mission, and goals. The position involves significant teamwork and collaboration with staff, volunteers, and diverse community members and organizations.

**Major Duties:**

1. Manage business contracts and vendor relations. Serve as team lead for bid processes and purchasing to ensure competitive pricing for operational needs that may include office and kitchen equipment, equipment leases and maintenance agreements, IT consulting, insurance, vehicle maintenance, and materials and supplies. Coordinate with the City of Mesa on donated facility leases and related needs. Develop, maintain and update an inventory system of equipment and furnishings by funding source.
2. Organize and maintain corporate and legal compliance documents. Ensure filing of appropriate documents for required permits and government compliance. Coordinate and/or provide support for the development and implementation of policies and procedures, including records retention, internal controls, and office procedures.
3. Assist the CEO in providing support to the Board of Directors and its Committees. Maintain and disseminate organizational calendars of meetings and activities. Tasks may include notifying members of meetings, disseminating agenda packets, managing information on the Board's web portal, documenting minutes, maintaining annual Board forms, and planning meeting logistics.
4. Coordinate and/or directly provide clerical and customer service support for the CEO and Administration Office. Answer phones and greet visitors. Prepare general correspondence. Open and distribute incoming mail and make bank deposits in alignment with internal controls. Coordinate mailings. Conduct clerical tasks including computer work, telephone work, copying, printing, using office equipment, and ordering supplies.
5. Provide back-up support to the CEO and members of the Administration Office Team. Responsibilities may include assisting in human resource functions, payroll processing, bookkeeping tasks, charitable gift records and donor data inputting, assisting in special events and appeals, and compiling program and grant data.
6. Maintain an organizational climate that attracts, motivates, supports, and retains high quality professional employees and volunteers. Train and support staff in customer service, administrative processes, and the use of office equipment and technology. Supervise volunteers as assigned in reception and office support roles.

**Other Duties:**

- Ensure that policies, standards, and decisions are implemented and maintained. Foster appropriate communication and positive relationships between the Board, staff, volunteers and offices / centers.
- Serve as a member of the senior management team, participating in the development of organizational plans and coordinating with other members in specific functional areas.
- Other duties as needed and appropriately assigned.

**Qualifications:**

1. Bachelor's degree in business, associate degree in secretarial science, or similar education.
2. Experience as an executive secretary or office manager with a stable work history that demonstrates progressively responsible administrative duties. Nonprofit experience strongly preferred.
3. Strong organizational abilities. Ability to work independently and review own work for accuracy.
4. High level of proficiency in using related computer technology and office equipment.
5. Effective written communication skills, including English usage, grammar and spelling. Ability to compose general business correspondence and proofread work of others. Experience recording minutes of meetings.
6. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse constituents and communities. Multicultural competency. Bilingual Spanish-English helpful.

**Requirements:**

1. Possess valid AZ driver's license and vehicle to use in performance of job.
2. Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

**Responsible to:** Chief Executive Officer

**Status/ Hours:** Full-time exempt position. Primarily weekday office hours, with evening and weekend work required at times.

**Primary Work Site:** Administration Office in Mesa, Arizona. Position will require some travel via automobile.  
Equal Opportunity Employer



**Job Opening Announcement  
July 2020**

**Executive Assistant / Office Manager**

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families. Our non-profit organization provides a dynamic and diverse continuum of opportunities for older adults to remain healthy, independent and connected to the community. Our core programs include Center-based Services, Meals on Wheels, In-Home Support, and Outreach / Social Services.

We are currently recruiting for an important new administrative professional position. The Executive Assistant / Office Manager will perform a variety of highly responsible and complex administrative and clerical tasks in support of Aster's vision, mission, and goals, serving on the senior management team. The position will manage business contracts and vendor relations and serve as team lead for purchasing. He/she will organize and maintain corporate and compliance records. The position will assist the CEO in providing support to the Board of Directors. The Executive Assistant/ Office Manager will directly provide clerical and customer service assistance for the Administration Office and back-up support for team members in human resources, bookkeeping and development. The position involves significant teamwork and collaboration with staff, volunteers, and diverse community members and organizations.

Full-time (40 hours /week) professional level exempt position  
Competitive salary and benefits package

Preferred qualifications include a progressively responsible and stable work history as an executive secretary or office manager. Bachelor's degree in business, associate degree in secretarial science, or related formal education. Extensive computer and office skills. Effective written and oral communication skills. Strong interpersonal skills and ability to encourage team work. Nonprofit experience preferred.

*Please refer to the Job Description for additional information.*

Interested applicants are encouraged to submit their resumes and salary expectations to:

Allie Montes, Human Resources  
Aster Aging, Inc.  
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Phone: 480-964-9014, Fax: 480-898-7306, [hr@asteraz.org](mailto:hr@asteraz.org)  
[www.asteraz.org](http://www.asteraz.org)

*Position is considered open until filled.*

Equal Opportunity Employer.