

Our United Villages



DECONSTRUCTION
A Service of The ReBuilding Center



THE REBUILDING CENTER
of Our United Villages, a Non-profit Organization



REFIND FURNITURE
A Service of The ReBuilding Center

Now Hiring: OFFICE ADMINISTRATOR (20 hours/week)

Our United Villages (OUV) is a local, non-profit, community enhancement organization. OUV is rooted in the belief that every person can make a positive difference in their community. Our mission is to *inspire people to value and discover existing resources to strengthen the social and environmental vitality of communities.*

We currently have an opening for a part-time time position to join our administration team. If you are someone who loves working with people in a team-oriented environment; enjoys working with an organization that strives to make a positive difference in the community; values being in a vibrant workplace full of positive energy, smiles, and healthy humor; and can demonstrate that you posses the qualifications needed for this position, please be encouraged to apply today! The position is open until filled.

Our United Villages places a high value on diversity with a strong commitment to achieving a diverse workplace.

Job Purpose: To assist with accounting and administrative functions that support successful operations for all departments and the overall organization.

Primary Responsibilities:

- Welcome and assist walk-in guests and visitors.
- Answer phones, process mail, respond to emails and respond to all general inquiries.
- Provide technical support for general office equipment (computer technology not required, but a plus).
- Order office and general housekeeping supplies as needed. Keep inventory of all supplies and maintain central organization and distribution to staff.
- Assist with general organizational and administrative support as requested by Executive Director, Assistant Director and Accounting Supervisor.
- Assist with administration and accounting filing, including maintenance of files and archived records.
- Provide data entry for accounting, as directed by Financial Manager and/or Accounting Supervisor.
- Manage cell phone accounts and records. Order and activate new cell phones for staff as needed.
- Manage internal land line phones and phone system. Problem solves phone technology and billing-related issues.
- Work with Accounting Supervisor to proof, record, track and deposit end-of-day cash register funds.
- Gather staff input for creation and distribution of monthly in-house newsletter.
- Maintain and update master employee list for hire date, birthdate, etc.
- Submit and file SAIF 801 workers comp forms.
- Keep organizational forms stocked and updated as needed.
- Create and maintain employee files. Prepare new employee paperwork.
- Provide and maintain building keys and security code records for all employees.

- Assure that licenses and registrations are up-to-date and in place.
- Maintain systems inspections files. Ensure that all fire and security system inspections are up-to-date.
- Processes “thank you” cards, letters and related correspondence per requests.
- Other administrative duties as assigned.

Qualifications:

- Experience in general office organizing and filing systems.
- Experience with computer and office equipment.
- Very well organized; ability to manage multiple tasks concurrently.
- Excellent aptitude with numbers.
- Excellent internal and external customer service skills.
- Excellent oral and written communication skills.
- Enjoy working in a diverse work environment with people from a wide range of backgrounds.
- A sincere value and respect for people and the environment, and a desire to make a positive difference in all work related efforts.

Pluses:

- QuickBooks and Excel experience
- Reside in North/Northeast Portland.
- Possess a valid Oregon driver’s license.
- Knowledgeable of Our United Villages and The ReBuilding Center’s work.

Required Abilities:

- Ability to demonstrate and sustain:
 - Display grace and humor under pressure.
 - Patience and flexibility.
 - Working independently and cooperatively with co-workers and meeting deadlines.
 - A positive attitude in the workplace.

For more information: www.ourunitedvillages.org and/or www.rebuildingcenter.org

Compensation: Competitive, based on experience. Excellent benefits including full medical and dental after 90 days of employment. Paid vacation, leave, EAP, 401K, and more.

Application process and deadline: Open until filled. Please send resume, cover letter and wage/salary history to: Attn: Office Administrator Position Opening, Our United Villages, 3625 N. Mississippi Avenue, Portland, OR 97227. Email: employment@ourunitedvillages.org.

Our United Villages is committed to workforce diversity.