



POSITION DESCRIPTION

Administrative Support

ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities. Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this by meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work.

POSITION GENERAL OVERVIEW

An Administrative Support Specialist is responsible for supporting an administrative professional to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities. Their duties organizing meetings for Administrators, greeting office visitors and composing documents on behalf of Administrators. Works closely with Administrators and other employees to organize files, create correspondence and prepare reports or documents. Their job is to complete a range of clerical tasks including managing calendars, sorting mail, or preparing invoices.

This person is a self-starter, with a positive attitude who enjoys working through people to achieve tremendous results. Team player who loves a good challenge has

a high level of integrity and works diligently to exceed expectations. A leader who is also willing to follow and implement someone else's vision while having fun with colleagues and clients.

To be successful in this role you will ensure the quality of operations and customer service, inspire staff to give their all, and expand the company's footprint and strengthen their reputation. Ideal candidates are ambitious and performance-oriented with exceptional people skills.

You must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven and community-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities

JOB DUTIES

- Collecting and distributing mail
- Assessing and analyzing departmental budgets to find ways to minimize expenses
- Check processing
- Create and maintain filing systems, both electronic and physical.
- Running errands
- Supporting with onboarding of employees
- Cleaning when needed
- Assisting with reconciling expenses
- Rental support application review
- Improve systems for organizational operations and maintain systems
 - Such as office procedures
 - Bookkeeping procedures
 - Supplies
 - Office equipment use and maintenance
 - And other procedures and/or systems as requested
- Coordinating volunteers for rental support
- Delegating tasks to others (Management and staff)
- Supporting with onboarding of staff

- Entering checks into Keela
- Logging mail and checks
- Scanning checks and filing them
- Scanning receipts and creating and maintaining systems that prepare us for audits
- Organizing google drive
- Making maintenance requests
- And any other tasks delegated by your manager

SKILLS REQUIRED

Experience & General Requirements

- High School Diploma required; experience preferred
- Requires little management. Self-directed. Must show initiative.
- Solution-Oriented.
- Proficiency with Quick books, Databases, Google products (Google Docs, Drive, Sheets, etc.), Microsoft products (Word, Excel, PowerPoint, etc.), internet navigation and research, ability to and maintain databases, and complex spreadsheets, and experience with project management software.
- Must be a resourceful self-starter who can work independently and work on multiple projects simultaneously while dealing with multiple interruptions.
- Must have absolute integrity, sound judgment, and the ability to maintain a high degree of confidentiality.
- Must be highly analytical and accurate with excellent attention to detail
- Must have good organizational and time management skills, as well as, have the ability to meet deadlines with appropriate attention to detail in a fast-paced environment
- Strong oral and written communication skills; must be comfortable speaking in front of groups
- Must have a strong customer focus and demonstrate the ability to build relationships internally and externally with a focus on meeting or exceeding service expectations.

DISCLAIMER

The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

COMPLIANCE REQUIREMENT

This job adheres to the ethical and legal standards and behavioral expectations as set forth in the code of business conduct and company policies. As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy. Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations as well as company policies and training requirements