

Position Posting

Assistant Office Administrator Operations

LAEDA works collaboratively with various government agencies, community development organizations, financial institutions, merchant associations and Chambers of Commerce to influence economic development policy and to provide business development programming to the business community and residents of Camden, Burlington, Salem, Atlantic, Gloucester and Cumberland counties.

LAEDA's front office is the nerve center of the organization and the primary interface with the public. The Front Office manages the administrative functions of LAEDA's operations, micro-lending program and commercial real estate management. The Front Office is responsible for the maintenance and storage of all program information.

Work Objectives

He/she is primarily responsible to execute fiscal management activities to include accounts receivables, accounts payables, financial reporting and records management. He/she provides assistance in the maintenance and archiving of organizational records, financial records, and program records.

The Assistant Office Administrator reports directly to the Office Administrator. He/she assists the Administrative Assistant in the management of the Front Office.

FULL RANGE OF DUTIES TO PERFORM

The Assistant Office Administrator under the direction of the Office Administrator shall carry out the following tasks:

Fiscal Management

He/she executes fiscal management activities to ensure the timely payment of organizational obligations, the tracking and receipt of organizational income and accurate recording of financial transactions as outlined in the Fiscal Management Manual.

Operations Management

The Front Office is responsible for management of organizational communications, office equipment, organizational facilities and opening and closing of the office.

Board Administration

The Front Office coordinates all board activities to include attendance, preparation of materials and ordering of food service. The Front Office coordinates, maintains, archives all board communications, minutes and records

Records System Management

The Front Office is responsible for the creation and maintenance of records systems to ensure the comprehensive archiving and efficient recall of organizational digital and paper records

Program Support

He/she assists in the provision of administrative support to organizational programs and business entities as directed by the Administrative Assistant.

Organizational Promotional Support

He/she assists in the maintenance and execution of organizational promotional efforts in collaboration with program staff.

Perform any other duties as required by the Office Administrator

Knowledge, Skills, Abilities:

The Assistant Office Administrator shall have a minimum 2 years' experience working in a professional office environment. A successful candidate should have a proven record of success working in an office environment in the areas of communications, record keeping and accounting. Experience working with a cross-section of linguistically, ethnically, religiously and culturally diverse groups. She/he must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation.

The Assistant Office Administrator shall have technical competencies in Constant Contact, Microsoft Office applications, including Excel and Publisher, and QuickBooks accounting software and be able to adapt to new software applications

Completion of a minimum Associates Degree is required; a Bachelor's degree is preferred from an accredited four-year College or University.

Must hold a valid driver's license and be willing to travel among the communities serviced by LAEDA

This position requires the ability to travel, sit for an extended time and remain alert and attentive and must be able to lift 20lbs.

Excellent verbal and written communication skills are essential, bilingual (English-Spanish) skills is preferred.