



Office Administrator

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance residential, commercial and multifamily buildings that drive energy and carbon reduction. Widely respected in the industry for its leading-edge thinking on improving building energy performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state and local NGO's, agencies, utility groups and companies to promote improved energy performance in policies and practices. NBI projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About the Position

NBI is seeking an Office Administrator to become an integral part of the NBI organization. The position requires a motivated self-starter with strong organizational and communication skills who enjoys detail-oriented work and being responsible for a wide variety of tasks. There are several set daily tasks to work through, as well as a variety of activities to support the staff in a variety of areas, including accounting, office operations, IT, and HR. The position works directly with a wide range of individuals at all levels - staff, management and directors, external clients and suppliers.

Responsibilities

Key responsibilities include:

- Office administration activities, including managing phones, general email, incoming and outgoing mail, and ordering/maintaining office supplies.
- Support accounting by processing accounts payable (including expense reports and credit cards), accounts receivable and incoming payments, invoicing funders, and other general accounting tasks as directed.
- Maintain vendor and contract files.
- Manage business premises and vendors.
- Maintain management information systems and be the first line of response for computer and software issues.
- Provide support for the Operations Manager.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

Qualifications

Required

- Minimum of two years of experience in office administrative and accounts payable roles.
- Proficiency in MS software, including Outlook, Word, Excel and PowerPoint.
- Excellent communication skills and attention to detail.

Employment Opportunity: Office Administrator

- Self-directed and strong work ethic.
- Highly organized, detail-oriented, and persistence to follow up and follow through.
- Proven ability to effectively manage multiple assignments simultaneously while staying calm.
- Ability to perform under pressure, work with a wide variety of constituents and meet deadlines.
- Good sense of humor and a collaborative work spirit.
- Approach to work that is positive, solution-oriented, optimistic and enthusiastic.
- Eagerness to serve the public interest. An ability to go with the flow in a fast pace, high-energy organization is a key to success in this job.

Desired

- Experience with IT support and configuration, including laptops, MS Suite, phone systems, and QuickBooks Enterprise.
- Working knowledge of the energy conservation environment, utilities, and not-for-profit organizations is a plus.

Physical Demands

The physical demands listed below are representative of the physical requirements necessary for an employee to successfully perform this job. Reasonable accommodation can be made to enable people with disabilities to perform the essential functions of the job.

- While performing the responsibilities of this job, the employee is required to talk and hear, sit and use their hands and fingers, stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch or crawl, and lift and move up to 50 pounds.
- Close vision capabilities are required by this job.
- The noise level in the work environment is usually quiet to moderate, with many of the staff working away from the office.

Details

This is a 32-40 hour per week non-exempt position located at NBI's downtown Portland, Oregon, office. Salary depends on experience, and NBI offers a comprehensive benefits package. The position has a three-month probationary period.

NBI is an equal opportunity employer. We believe in a work, life balance and are committed to our employees' health and well-being. NBI is also committed to diversity, equity and inclusion in all our work and activities, including hiring practices.

To apply

Email a cover letter and resume to info@newbuildings.org. Address your cover letter to:

Mary Hansel, Operations Manager
New Buildings Institute
623 SW Oak, Third Floor
Portland, Oregon 97205

References and a writing sample may be requested later. For more about New Buildings Institute, please visit www.newbuildings.org.