



## Office Administrator

### About New Buildings Institute

New Buildings Institute (NBI) is a nonprofit, mission-driven organization committed to making a difference. Widely respected for its leading-edge thinking on improving building energy performance, we work 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 our organization. We're looking for someone who is enthusiastic, positive, and self-motivated with strong organizational and communication skills to support our office and accounting operations. This job is ideal for someone who is:

- Dependable - more reliable than spontaneous
- People-oriented - enjoys interacting with people
- Adaptable/flexible - enjoys doing work that requires frequent shifts in direction
- Detail-oriented - would rather focus on the details of work than the bigger picture
- Achievement-oriented - enjoys taking on challenges, even if they might fail
- Autonomous/Independent - enjoys working with little direction

The position includes a variety of activities to support accounting, office operations, IT, and HR, and works directly with a wide range of individuals at all levels - staff, management, external clients and suppliers.

### Responsibilities

Key responsibilities include:

- Office administration activities, including managing phones; general email; incoming and outgoing mail; ordering/maintaining office supplies; and managing all staff calendar for events, holidays, PTO, general travel.
- Assist with meetings/events, including arranging for catering, event setup/cleanup.
- Support accounting:
  - Accounts payable - process bills, including expense reports and credit cards;
  - Accounts receivable - invoice funders, receive payments and collect on accounts by following up with customers via phone or email;
  - Collect and summarize timekeeping information for payroll processing, and help staff resolve issues with timekeeping system;
  - Maintain vendor and contract files;
  - Assist with audit requests and other general accounting tasks as requested.
- Provide administrative support on human resource activities (e.g., confidential information including recruiting and hiring processes, performance reviews, benefit coordination, and onboarding).

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- Manage business premises and vendors:
  - Point person for contact with Computers Made Easy and phone service providers;
  - Assist in training new and existing staff on internal systems and reporting/work flows.
  - Tidy up the conference rooms and kitchen, as needed.
- Maintain management information systems and be the first line of response for computer and software issues.
- Provide administrative support for management staff.
- Provide project related clerical support for projects, including printing, scanning, and email.
- Assist with project related data entry and data management.
- Special projects with evolving priorities.

This is a representative, not exhaustive list of responsibilities.

### **Qualifications**

#### ***Required***

- Minimum of three years of experience in office administration and accounts payable roles.
- High proficiency with MS Office Suite (Outlook, Word, Excel) and QuickBooks Enterprise desktop software.
- Experience with office equipment, IT support, and phone systems.
- Excellent written, interpersonal and verbal communication skills.
- Self-motivated with a strong work ethic and desire to exceed objectives.
- Highly organized with acute attention to accuracy and detail.
- Unwavering integrity and persistence to follow up and follow through.
- Possess strong flexibility and ability to shift priorities when necessary.
- Proven ability to effectively manage multiple assignments simultaneously, 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.

#### ***Desired***

- Experience with collaboration business tools, such as Microsoft SharePoint/Teams, Google Docs, GoToMeeting, etc.
- Working knowledge of not-for-profit organizations.
- College experience / Associate degree.

### **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.

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- 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. Pay rate of \$18.00-\$22.00/hour 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](mailto: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](http://www.newbuildings.org).