

Office Administrator

About the Position

NBI is seeking a part-time Office Administrator to support our Administration & Operations team. We're looking for someone who is enthusiastic, positive, and self-motivated with strong organizational and communication skills to support our office 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 office and general operations and works directly with a wide range of individuals at all levels - staff, management, external clients and suppliers.

Responsibilities

Key responsibilities include:

- Assisting with meeting scheduling for all NBI.
- Supporting the CEO, including email management, meeting and travel scheduling and other support duties as needed.
- Digitizing paper files by scanning, uploading and cataloging in Sharepoint
- Provide project related clerical support for projects, including printing, scanning, and email.
- Provide accounting support by helping with approvals for AP, and following up as needed.
- Special projects with evolving priorities.
- 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.

Qualifications

Required

- **Minimum of two years** of experience in office administrations and/or administrative support 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.
- 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.
- Experience with accounting support

What we offer::

This is a part-time, non-exempt position, 24 hours per week. Work will primarily be performed in our downtown Portland office, though some of the work may be performed remotely. The schedule for this position can be flexible but will require hours worked at least 4 days per week during general operating hours (8am-5pm).

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Base pay range: \$20-\$23/hour
- Benefits include (new hires are eligible the first of the month after 30 days of employment, and cost of benefits is pro-rated for part time staff): Medical, vision & dental insurance; Life insurance; AD&D insurance; Long Term Disability insurance
- Accrued Paid Time Off (combined vacation)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Parental Leave; Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

How to apply:

Email a cover letter, resume, and salary requirements to careers@newbuildings.org. Please write "Office Administrator" in the subject line. References may be requested



later. For more about New Buildings Institute, visit www.newbuildings.org.