



Operations Assistant

For more than 45 years, Buckelew Programs has been committed to the mission of providing mental health and addiction services that promote recovery, resilience and hope. The agency provides numerous essential community services throughout Marin, Sonoma and Napa counties ranging from supported housing and job training for people with mental illness to outpatient psychotherapy and other support for children, adults and families, as well as residential detoxification services, and a regional suicide prevention program and crisis hotline.

We are currently seeking an experienced **Operations Assistant** to join our dedicated, mission-driven team. Reporting to the Director of Operations and Administration, you will serve as an integral member of the Administration Team and be responsible for facilities support and maintenance (including vendor management and safety), as well as operational/administrative support to programs.

RESPONSIBILITIES IN THE FOLLOWING AREAS:

- Procurement and vendor management
- Supply ordering and distribution
- Capital projects
- Coordination of vehicle fleet and fixed asset reporting
- Administrative support of residential and commercial facilities
- Invoice review and validation
- Mail distributions
- Reception for administrative offices
- Safety coordinator for administrative offices and administrative support for agency safety programs
- Support agency moves and relocations

QUALIFICATIONS:

- Minimum of 5 years' experience in an operations support role in a small to mid-size organization, preferably a non-profit.
- High school diploma required. College degree in business or related field preferred.
- Experience with health and safety programs, facilities management experience and database management desired.
- Experience in working within a set of rules, regulations, and policies that govern agency compliance.

- Self-motivated and directed, able to work independently as well as collaboratively with a team.
- Excellent organizational and administrative skills including filing, attention to detail with spelling and grammar, ability to learn data managements systems, maintain receipts and records, and monitor program/client supplies.
- Competence with Microsoft Office including Word, Excel, PowerPoint and Outlook at an intermediate to advanced level.
- Internet skills including the use/customization of online purchasing systems as well as the ability to perform detailed research.
- Keyboarding skills at 45 WPM or greater, with accuracy.
- Demonstrated planning, analytical and organization skills. Proven ability to establish and manage within project plans and budgets.
- Proven ability to partner with and support program leaders throughout an organization. Excellent customer service skills required.
- Highly organized, with the ability to effectively prioritize multiple tasks and responsibilities. Reliable, excellent attention to detail and accuracy.
- Have and maintain a valid California Driver's License, an insurable driving record, and a personal automobile with insurance coverage for use on the job.
- Able to work well under pressure, with good judgment and decision-making abilities.
- Working understanding of highly confidential environments and ability to maintain confidentiality.

Physical Requirements: Requires regular lifting (up to 50 pounds); standing, walking, reaching, talking and hearing for most of a shift. Most work is performed in a comfortable indoor facility. Ability to maintain composure and work quality with some interruptions; regular local travel; involves frequent exposure to demands and pressures from persons other than immediate supervisor. Able to handle objects with both hands and the use of fine motor skills for the duration of a shift. Frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Vision requirements: Ability to see information in print and/or electronically; possess visual acuity to attend to fine details. Hearing requirements: Ability to hear information in person and by telephone.

ABOUT THIS OPENING: This is a full-time (40 hour) position with typical working hours of 8 AM to 4:30 PM Monday through Friday, or as agreed upon with the supervisor. The pay range is \$22.50 – 25.00 per hour, depending on experience. Outstanding employer-paid benefit package and generous PTO accruals.

APPLY: <http://www.buckelew.org/about/careers.html>

AA/EOE