



## OKIZU JOB DESCRIPTION

**POSITION TITLE:** Office Administrator

**STATUS:** Non-Exempt

**REPORTS TO:** Executive Director

**POSITION SUMMARY:** Provide clerical and administrative support for Novato office

**General Expectations:** The Office Administrator is an important part of the Camp Okizu team. In order to achieve our mission of offering recreation, respite, mentoring and peer support programs for all members of families affected by childhood cancer, it is essential that all Okizu employees and volunteers carry out their work in an efficient and professional manner, that they adhere to Okizu policies and philosophies at all times, and that they contribute to the community nature of camp. All staff are expected to conduct themselves in a manner consistent with the camp mission and general operating policy of putting the campers first. Due to the community nature of camp, all staff members may be asked, from time to time, to perform functions that are not a regular part of their daily routine, but are necessary for the overall success of the program.

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### Duties & Responsibilities:

This is a summary outline of the duties and responsibilities initially required of an Office Administrator. This is not all-inclusive; duties and responsibilities of this job may be modified or added at any time.

### Primary Responsibilities

- Manage incoming mail
- Process and deposit donations
- Perform data entry to keep data base up to date
- Prepare and mail donor thank you letters and acknowledgments
- Answer phones and monitor messages
- Set up and break down conference rooms for client meetings
- Manage the company calendar, scheduling client & internal meetings
- Order office supplies, keep office machines in working order, communicate with janitor and other vendors
- Assist with special projects as requested

### Qualifications

- Bachelor's degree preferred
- At least two years of relevant work experience
- Excellent computer skills with Microsoft Office® Suite
- Numerical accuracy and attention to detail a must

- Ability to prioritize tasks and work in a team environment
- Professional appearance and manner
- Strong written and verbal communication skills

COVID-19 considerations:

All non-vaccinated clients, and visitors are required to wear masks. Employees working in the office are required to provide a record of their vaccination status.

Knowledge, Skill and Physical Requirements:

- \*Ability to multi-task and establish priorities
- \* Thorough knowledge of and ability to use and troubleshoot Word and Excel.
- \*Good verbal, written and interpersonal skills
- \*Excellent organization abilities, attention to detail

Physical requirements:

- \*Must be able to sit for up to 7 hours per day, to perform repetitive typing for up to 4 hours at a time, and must be able to perform necessary phone work – this includes being able to hear and speak on the telephone.
- \*Ability to use computer up to 6 hours per day on a daily basis. Computer may cause eye and muscle strain, backaches, headaches and repetitive motion injuries.
- \*Ability to occasionally lift items weighing up to 25 lbs to a height of 3 feet
- \*Ability to drive a vehicle and load/unload vehicle with supplies, donations, mailing
- \*Ability to use both hands to use office machinery (copier, postage machine)
- \*Must have a valid driver's license and insurance and a vehicle