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Position Description

Position Title: Administrative Assistant

Reports to: Director of Operations

Based at: KanREN, Lawrence, Kansas

Pay: Starting at \$15.00 per hour

Hours: Prefer Monday - Friday, approximately 15-25 hours per week

Position Overview

Assists KanREN Directors and Operations staff with administrative tasks, such as fielding calls, running errands, greeting visitors, word processing, data entry, filing, and basic bookkeeping. This role involves direct interaction with KANREN members and guests, requiring strong communication skills and sensitivity to confidential information. Proficiency in computer skills is essential. Additional responsibilities include supporting event planning and creating/updating presentations.

Essential Functions

- Maintain an organized office environment.
- Assist with ordering and restocking office supplies.
- Manage incoming/outgoing communications (calls, emails, mail).
- Draft and proofread documents for the team.
- Update contact lists and databases for staff and stakeholders.
- Schedule appointments and coordinate staff meetings.
- Maintain accurate calendars, resolving scheduling conflicts.
- Assist in organizing events, conferences, and workshops.
- Support staff in making travel arrangements and prepare itineraries.
- Organize and file documents for easy retrieval.
- Assist in record audits and data validation.
- Prepare meeting agendas, distribute materials, and coordinate logistics.
- Provide excellent customer service to clients, stakeholders, and visitors.
- Assist with budget tracking, expense reporting, and invoicing.
- Contribute to team meetings and offer general administrative support.

Key Technologies or Abilities

- Proficiency in navigating software interfaces, showcasing a natural aptitude for technological platforms.
- Familiarity with standard business and accounting processes, ensuring a moderate understanding of financial operations.
- A knack for maintaining calendars and efficiently scheduling appointments, demonstrating strong organizational skills.
- Swift discernment of the urgency in requests, coupled with the ability to prioritize tasks effectively based on importance.
- Exceptional member service skills, tailored for a member-centric environment, highlighting a commitment to superior service.
- Exemplary organizational skills, contributing to a well-structured and efficient work approach.
- Demonstrating advanced proficiency in both verbal and written communication skills.
- Ability to collaborate seamlessly in team environments while also excelling in independent work settings.
- Innate ability to self-start, displaying initiative and motivation in all tasks undertaken.
- Robust analytical and problem-solving skills, showcasing a capacity for critical thinking and effective issue resolution.

Requirements

Successful candidates should possess an adequate educational background, relevant training, or practical work experience showcasing proficiency in fundamental arithmetic, bookkeeping, office procedures, and practices. Essential prerequisites include effective written and verbal communication skills. A valid Driver's License is a mandatory requirement.

Authority

- May arrange and accept costs and fees for travel and event expenses within a preapproved budget.
- May accept and sign for package and freight deliveries.

Financial Responsibility

- May approve/purchase office and general operating supplies in emergencies.