

**LOUISIANA BAR FOUNDATION
OPERATIONS DEPARTMENT
POSITION DESCRIPTION**

POSITION: Office Administrator

STATUS: Non-Exempt

REPORTS TO: Chief Operations Officer

POSITION SUMMARY: Ensure smooth running of the office and help to improve company procedures and day-to-day operations

PRIMARY FUNCTIONS:

- Coordinate office activities and operations, maintaining efficiency and compliance to company policies.
- Assist all departments with scheduling meetings, appointments, and staff activities.
- Organize the office layout and manage stationery and equipment inventory.
- Maintain the office condition and arrange necessary repairs which may be in conjunction with the building management office.
- Manage contract and price negotiations with all office vendors and service providers.
- Manage agendas/travel arrangements/appointments for upper management.
- Provide clerical support by maintaining rosters, mailing notices, tracking attendance, preparing materials, and maintaining general files.
- Track office supplies and kitchen inventory, placing orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Coordinate in-house mailings including preparation of labels, printing letters and envelopes, and applying postage and delivery to post office if necessary.
- Answer the phones in professional and courteous manner.
- Collect daily mail for CEO before Noon and deliver outgoing mail to first floor by 4 p.m. Provide administrative support to Chief Operations Officer.
- Assist colleagues whenever necessary.

QUALIFICATIONS:

- Experience as an Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems, and procedures
- Proficiency in MS Office (MS Excel, MS Outlook, MS Teams)
- Hands-on experience with office machines
- Familiarity with email scheduling tools, meeting technology platforms
- Excellent time management skills and ability to multi-task and prioritize
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- High School degree required; College degree preferred