



Administrative Assistant Job Description

The Administrative Assistant supports the functions of ORTL, ORTLEF, and the PAC through database management, and accounting, and admin tasks.

Additional responsibilities

Accounting

- Duties as assigned by accounting manager: daily deposits, credit card transactions
- Maintain bulk and BRE postal accounts for ORTL
- Manage petty cash fund

Data

- Manage data during active fundraising campaigns including communicating with vendors to assure efficient and accurate solicitations
- Add and remove information, properly categorize and update existing records
- Data entry using Salesforce platform
- Confidential and detailed handling of financial information

Office

- Receive, open, and disseminate daily mail
- Coordinate internal bulk mailings: CASS-certification, sorting, printing, registering mailings online, and delivery to the Salem or Portland post office
- Office supply management: inventory, order, track budget
- Event support: registration, other tasks as assigned
- Assist office manager with volunteer projects
- Implement and oversee seasonal staff projects
- Year-end fundraising support as assigned
- Other office support tasks

Desired qualifications

- Bachelor's degree preferred
- Excellent verbal and written communication skills
- Excellent attention to detail
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Commitment to goals of ORTL
- Ability to work with a variety of people

Physical requirements

- Ability to safely and successfully perform the essential job functions
- Able to lift and carry equipment and supplies
- Handle repetitive light physical tasks
- Must be able to talk, listen and speak clearly on telephone

Opportunity

You may be a great candidate who doesn't cover everything described above. If you are interested in this position, please apply and tell us about why you're the best fit.

ORTL is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.

Compensation and Benefits

Job Type: Full Time

Pay:

Applications due No current deadline for application

Rolling interviews

Rolling start date