
POSITION TYPE

Non-Exempt

FUNCTION TITLE

Administrative Coordinator

DESCRIPTION

Under the director of the Sr. Human Resources Director, provide administrative support to the Finance/Administration/Information Technology Departments.

Responsibilities include but are not limited to:

- Support all administrative needs of the Administration department, including scheduling meetings, copying, filing, binding, and updating staff extension and snow pyramid lists.
- Send flowers on behalf of DPOB and ordering holiday gifts.
- Order business cards, nameplates and office stationery.
- Create and maintain personnel folders for new employees.
- Send out PTO balances to VP's and review anniversaries.
- Prepare and disseminate application response letters and other form letters as needed.
- Assist with party planning.
- Assist with open enrollment United Way campaign.
- Enter all new hires into the Maryland New Hire system.
- Enter background checks for all new hires.
- Handle special anniversaries for employees and ensure they receive their certificate and recognition check.
- Handle work related injuries and enter them into system.
- Ensure timely filing of confidential personnel forms.
- Order and maintain supplies for entire organization.
- Maintain copy rooms on all floors.
- Maintain color copy usage for all copy machines.
- Stamp and mail all outgoing mail for the organization.
- Maintain post office balance and add funds as needed.
- Assist all departments in preparing and staffing Downtown Partnership special events to include but not limited to the Annual Meeting and Membership networking events.
- Maintain child support folders.
- Maintain workers comp claims/folders.
- Send out correspondence about garnishments and child support.
- Make DPOB deposits as needed.
- Organize shredding for the organization.
- Act as back-up receptionist for the front desk.

REQUIREMENTS

A.A degree preferred, min of 3 years administrative experience. Excellent administrative skills including data entry, scheduling meetings and customer service by telephone and email. Proficient in word processing, excel and writing skills. Keen initiative to follow-up on incoming phone calls and to follow-up with supervisors on projects and assignments. Strong attention to detail Ability to handle multiple priorities in a self-directed, self-paced environment.

HIRING RANGE

Commensurate with experience.

FILING DEADLINE:

until filled

ORIGINAL POSTING DATE:

February 26, 2018

SUBMIT RESUME TO:

DPOB, Human Resources Department, 20 S. Charles Street, 6th Floor, Baltimore, Maryland 21201,
Fax (410) 244-6314 or E-mail dpobhr@dpob.org

EOE/ADA