



Building Manager / Administrative Assistant

Relief Nursery, Inc
Job Description

Hours/week: .50 FTE (20 hr/wk), \$11.60 starting wage

Schedule: Monday – Thursday either 9am – 2pm or 10am – 3pm

Supervised by: Director of Human Resources and Administration

Location: Eugene, OR

Overview:

Building Manager: Performs a wide variety of support duties for maintenance of Relief Nursery building in Eugene and Springfield as well as all office equipment. Will order and track janitorial supplies, facilitate the repair and maintenance of the building, repair and maintenance of office equipment such as printers, faxes, phones, voicemail, copiers and postage. In charge of the security systems and code input for employees. Will work with the Program Managers and Director of Administration to make sure compliant with fire codes, safety codes, health codes and state child care regulations for certification and site reviews. Head up the Safety Committee.

Administrative Assistant: Performs a wide variety of clerical and support duties for Relief Nursery programs such as ordering office supplies, ordering business cards and stationary, filling in when receptionist is gone, picking up orders, general office support.

Minimum Requirements:

1. Experience with or knowledge of minor building maintenance
2. Familiar with office equipment
3. Experience/knowledge using multi line phones and voicemail system.
4. Experience with Microsoft Office helpful
5. Have a working vehicle (mileage paid)
6. Able to pass pre-employment drug screen, driving record check, Child Care Division records check and provide proof of automobile insurance

Skills and Abilities:

1. Work tactfully with the public, as well as supervisors and co-workers
2. Dependable and flexible
3. Strong problem solving skill
4. Ability to work independently to assess situations, and determine the best course of action to complete tasks.
5. Basic computer and data entry skills
6. Ability to get job done effectively and efficiently
7. Ability to work with a diverse group of vendors
8. Ability to learn new skills
9. Good organization skills a must
10. Skill with using internet to access information



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Responsibilities:

1. Monitor and order office supplies for Eugene and Springfield
2. Deliver materials to Springfield office on Tuesday and Thursdays
3. Deliver supplies as needed
4. Facilitate the repair and maintenance of the building, kitchen equipment and office equipment in both buildings.
5. Help oversee recertification process as it applies to the building
6. Order supplies needed for Therapeutic Program as advised by the Program Managers
7. Order business cards and business stationary as needed, pick up when ready
8. Cover phone for receptionist's lunch and breaks
9. Related tasks such as stocking, organizing and inventorying supplies
10. Perform a variety of specialized clerical duties related to administrative department
11. Assist in any special events when needed
12. Maintain Security systems with code input and maintenance.
13. Work with Grant's department to secure professional bids for building grants.
14. Able to work at securing bids for general building maintenance.
15. Pick up supplies and run errands as advised by Director of Administration
16. Deliver subpoena material to the Department of Justice
17. Facilitate monthly Safety Committee meeting
18. Problem solving and systems planning for room sharing and storage issues
19. All other duties as assigned with the scheme of the job.

Pre-employment drug screen and criminal background check, DMV records check and provide proof of automobile insurance required.

Please e-mail or send a cover letter and resume to:

Dani Smith

danism@reliefnursery.org

Relief Nursery

1720 W 25th Avenue

Eugene OR 97405

Relief Nursery is an Equal Opportunity Employer