

Job title *Administrative Clerk*

Reports to *Administration / Data Team Leader, Operations Divisions*

Job purpose

The purpose of this position is to act as custodian of administrative documents, records, as well as monitor processes and procedures of CLUB1040.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Assist Admin / Data Dream Team members
- Have / Obtain and maintain mastery of CLUB1040 File Maker Pro, and MS Excel
- Maintain and keep current CLUB1040 Database
- Distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Maintain a filing system
- Inventory and request office supplies
- Submit expense reports
- Provide general support to Admin / Data Team Leader

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Office Administration
- Proficient in MS Office, File Maker Pro
- Experienced in project and multiple task management

Working conditions

Office and computer work / Incoming and Outgoing phone calls / Mail processing.

Physical requirements

Sitting at a computer for extended periods of time; receiving deliveries – sometimes boxes of printed material weighing in excess of 25 lbs.

Direct reports

Coordinate and direct the efforts of Dream Team volunteers.

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*