



## United Against Human Trafficking

### Administrative/Operations Specialist

#### **Administrative Assistant**

Reporting to the Director of Administration and Operations, The Administrative/Operations Specialist is primarily responsible for assisting with daily administrative and operational tasks.

#### **Desired Experience and Qualifications:**

Education/Experience: The candidate should have 3-5 years of experience providing administrative support in a professional environment.

#### **Responsibilities**

##### **Administration:**

1. Handle external and internal communications and management systems
2. Manage clerical duties by organizing and maintaining paper and electronic files
3. Operate a variety of office equipment such as photocopier, scanners, and telephone system
4. Manage, arrange, and coordinate meetings
5. Assist with board and staff meetings including drafting of collateral materials and minutes
6. Assist with the management of vendor accounts and purchasing, storage, and use of supplies
7. Review program reports including timesheets, mileage reports, etc.
8. Assist with various HR functions including screening and tracking of applicants, onboarding new employees, etc.
9. Manage invoices and purchase requests for the organization
10. Support with data entry and tracking of revenue and expenses

##### **Operations:**

1. Manage daily office operations and ensure staff-wide compliance to office policies and procedures
2. Serve as the point contact for all maintenance requests between staff and property management company
3. Vet off-site vendors and contractors and serve as the liaison for operational projects
4. Manage all IT issues including phone, internet, photocopier, etc.
5. Support staff with the integration and maintenance of Salesforce



**Qualifications:**

1. Ability to demonstrate strong problem-solving skills: identifying, analyzing, implementing, evaluating
2. Ability to multitask, prioritize work, and meet deadlines with minimum supervision
3. Exceptional written, oral, and interpersonal skills
4. Professional customer service skills with visitors, callers, and colleagues
5. Excellent organization skills with attention to detail and consistent follow-through
6. Proficient PC skills such as e-mail, MS office, Power point, Excel, etc.
7. Familiarity and comfort with basic IT skills a plus but not required
8. Valid driver's license and reliable transportation required

**Application Deadline:** March 18, 2019

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through awareness, education, and outreach. FREEDOM – We aspire for all people to experience freedom and to live beyond bondage to others. We envision a world that is intolerant of buyers and sellers of humans.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM.

To apply for this position, please send a resume, cover letter, and salary requirements to [hr@uaht.org](mailto:hr@uaht.org).