



Administrative Coordinator

Reports to: Executive Director

Provides administrative support to ensure efficient operation of HAAM programs, facilities and vehicles used for social services.

- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, photographing, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail to staff, volunteers, donors and vendors.
- Supports team by performing tasks related to organizational programs.
- Strong written and verbal communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests from HAAM staff, volunteers, donors and vendors.
- Maintains inventory of supplies by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies with local or online vendors.
- Contributes to team effort by accomplishing results as needed for consistent operation of resale stores, social services and other program related areas.
- Organizes and facilitates volunteer group activities.
- Light bookkeeping.

Skills and Qualifications:

Administrative Writing Skills

Microsoft Office Skills

Management of Volunteers

Manage Work Processes

Organizational Skills

Analyzing Information

Professionalism

Problem Solving

Supply Management

Inventory Control

Verbal Communication