

Job Title: Administrative Specialist I
Job Alignment: Senior Executive Assistant
Department: Administration
Reports To: Vice President of Administration
FLSA Status: Non-Exempt
Grade: 9
Job Code: 05682

Revised: 8/16/2023

SUPERVISORY RESPONSIBILITIES

None.

SUMMARY

Under minimal direction of the Vice President of Administration, the Administration Specialist I is responsible for creating an exceptional workplace environment for the office. The role is responsible for day-to-day office management and support by liaising with departments and external vendors for overall administrative and office continuity. Additionally, the Administration Specialist I will assist with developing and helping implement strategy plans related to advancing people and culture at Access Plus Capital.

Access Plus Capital is a US Treasury-certified community development financial institution and Small Business Administration (SBA) Approved Microloan Intermediary Lender. It offers loans and training services to small businesses and entrepreneurs in central California. Since its inception in 2009, it has lent more than \$37 million to over 800 entrepreneurs helping them realize their dreams by starting and growing their small businesses. For more information, go to <http://accesspluscapital.com>

Assist in the fulfillment of the Agency’s vision, “For Those We Serve,” by empowering individuals who thrive as healthy, self-sufficient and contributing members of our communities.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Responsible for day-to-day office management.

Establish and maintain relationships with new and existing vendors.

Coordinate office services such as janitorial, utilities, and security with third-party vendors and ensures contracted services provided by outside vendors (cleaning services, food services, etc.) and building services (janitorial, parking, interior and exterior furnishings, etc.) are meeting contract standards.

Schedule building maintenance/repairs as needed with external vendors.

Review and approve Purchase Orders and invoices related to general office expenses.

Manage office petty cash; balance cash drawer daily and prepare daily deposits. Maintain cash log records for review by the Finance department.

Operate and maintain a variety of office equipment and troubleshoots with Information Technology (IT) as needed, including copier machine(s) per existing vendor and/or manufacturer contracts and agreements.

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Respond to team requests received by email, Teams, telephone calls, or other communication promptly and courteously, with a customer service focus.

Provide and coordinate administrative support for staff from Human Resources, Information Technology, and Facilities.

Create and maintain filing systems, both electronic and physical. Assist with records management to include onsite/offsite storage facilitation and coordination of shred bin pick-up service.

Responsible for developing, coordinating, and evaluating new employee onboarding plan.

Ensure all employee records are maintained and updated with new hire information or changes in employment status.

Identify sources and vendors for marketing materials and arranges for purchase of materials.

Make travel arrangements for staff such as booking flights, cars, and hotel or restaurant reservations, as needed.

Coordinate APC monthly community meetings. Secure venue, food, and generates meeting agenda.

Responsible for the reconciliation of credit card expenses for the Vice President of Administration.

Communicate updated policies and procedures to staff.

Create strategy and manage implementation of office culture activities.

Provide full back up support to the Administration department as needed.

Develop Administration Assistant through training and coaching.

Coordinate with Administrative Assistant to maintain inventory of office supplies.

Work under moderate or limited supervision.

Travels for agency business using reliable transportation.

Maintains regular attendance and punctuality.

Works evenings and weekends as required.

Participate in special ad-hoc projects and perform other duties as assigned.

QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Associate's Degree required.

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EXPERIENCE:

Minimum of (5) years of office administrative experience preferred.

OTHER QUALIFICATIONS:

High degree of professionalism, emotional intelligence, ethics, and personal integrity to maintain confidentiality and situations with sensitivity.

Strong analytical and problem-solving ability with active listening skills, meticulous attention to detail and the ability to prioritize competing demands.

Willingness to adapt to changing business needs and deadlines.

Ability to work well in team environment.

Excellent customer service skills.

Demonstrated strong and effective verbal, written and interpersonal communication skills.

Demonstrated high level of organizational skills.

Prior to employment must pass a criminal background investigation and credit history check. Maintain criminal clearance and acceptable credit history.

Proficient in Microsoft Office Suite, Adobe Acrobat, and related business software.

Willing to work non-traditional hours and days to meet the needs of this position.

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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Note: *The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. Also, they do not establish a contract for employment and are subject to change at the discretion of Fresno EOC.*

VP Approval: _____ ID #: _____ Date: _____	President: _____ ID #: _____ Date: _____
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