

POSITION TITLE: Part-Time Administrative Assistant (FA)

DEPARTMENT: Purchasing

STATUS: Non-Exempt

SALARY: \$15.00/hour

POSITION SUMMARY:

The Administrative Assistant (FA) is a part-time, temporary position providing clerical and administrative support to the Senior Buyer and Chief Procurement Officer (“CPO”) in connection with procurements and other daily functions of the Purchasing Department. Hours are flexible, but will amount to no more than eighteen (18) hours per week, Monday through Friday, 8:00 a.m. to 4:30 p.m.

ESSENTIAL FUNCTIONS:

1. Review contract documentation (i.e. certificates of insurance, bonds, extensions, etc.) for compliance with contract terms and conditions.
2. Ensure completion of agency Vendor Performance Reviews by reaching out to other WHA department staff and coordinating timely submission and receipt.
3. Monitor files and alert WHA staff, through reminders and Outlook notes, of upcoming contract deadlines, extensions, and price increases for review and processing.
4. Provide aid to the Senior Buyer with daily reconciliation of vendor statements, and follow-up with appropriate departments on any past-due invoices to ensure accuracy.
5. Assist with the oversight of open purchase orders, closing and making adjustments as needed.
6. Support the department with basic office functions, such as copying, filing, creating and compiling contract folders, letter, phone, and email correspondence, preparing documents for meetings, setting appointments, and other clerical duties as requested.

OTHER REPSONSIBILITIES:

1. Performs similar job-related duties, as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. High school diploma, or equivalent.
2. Minimum of two (2) years’ experience working in an office environment.
3. Skilled at using Microsoft Office applications, specifically Word, Excel, and Outlook.
4. Computer literate; ability to quickly learn and use other office management software programs.
5. Strong attention to detail; excellent analytical and organizational skills.
6. Professional demeanor; clear command of the English language and ability to both speak and write using professional grammar, spelling, and punctuation.
7. Ability to work independently in a busy office environment and to multi-task.
8. Knowledge of general office practices and etiquette.
9. Ability to be relied upon to be available for work.