



## **Administrative Specialist** **POSITION DESCRIPTION**

Division: Administration  
Supervisor: Director of Human Resources  
Status: Non-Exempt

### **ORGANIZATIONAL BACKGROUND**

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura and Santa Barbara Counties. Our mission is to provide comprehensive housing services and community economic development activities, through a community building approach, that facilitate self-sufficiency for individuals and families who are most lacking in opportunity in Ventura and Santa Barbara Counties and adjacent areas in Los Angeles County.

CEDC's core program areas are: development and construction of rental housing and for sale housing for very low and low income households; homeownership education and counseling; property management; and community building and neighborhood revitalization.

### **POSITION DESCRIPTION:**

Under the supervision of the Director of Human Resources, the Administrative Specialist performs a variety of administrative support duties including management of the phone system and greeting visitors. The Administrative Specialist is accountable for making a good first impression for the organization.

This position requires excellent organizational skills and the ability to prioritize workload in order to meet deadlines and to multi-task daily demands of the position. The person in this position performs a variety of administrative support which includes greeting the public, data entry and preparation of reports and other tasks to support the Administration staff .

### **DUTIES AND RESPONSIBILITIES:**

Examples of this position's duties and responsibilities include, but are not limited to the following:

- Answer, screen and forward telephone calls for all staff.
- Greet all visitors and direct them to the appropriate staff.
- Handle inquiries from the public and provide general information.
- Receive, sort and distribute all mail and overnight packages.
- Receive and distribute incoming faxes.
- Issue purchase order numbers and maintain an accurate purchase order log.
- Prepare overnight shipping labels for staff.
- Assist with packaging outgoing mail.
- Place weekly orders for office supplies.
- Maintain conference room and conference line reservation calendar.
- Maintain phone list and other company wide documents and communicate updates to staff.
- Assist in set-up and clean-up for meetings.
- Type documents as requested.
- Run company errands on occasion and as requested.

- Responsible for back-up relief for Administrative Assistants.
- Requires a great deal of discretion specifically when dealing with confidential information.
- Assist Executive Assistant and Administrative Assistants, as requested.
- Assist the Director of Human Resources with HR related administrative functions as needed.

**REQUIRED QUALIFICATIONS:**

- Minimum of 2 – 3 years office /administrative work experience.
- Fluent in English and Spanish – on the phone and in writing.
- Computer proficiency in Microsoft Office: Outlook, Access, Excel, Word PowerPoint and social media.
- Ability to operate various office machines.
- Knowledge of administrative and clerical procedures.
- Strong verbal and written communication skills
- Ability to multi-task in a fast paced environment with attention to detail
- Strong customer service and creative problem solving experience
- Housing development and/or Real Estate experience a plus
- Ability to type
- Valid California Driver’s License and proof of automobile insurance
- Ability to handle confidential information with the utmost professionalism and discretion

**Key Competencies:**

- Excellent customer service and telephone skills
- Excellent verbal and written communication skills.
- Computer proficient in word processing, data entry and compilation of reports from data base.
- Ability to handle multiple tasks simultaneously in an organized and efficient manner.
- Ability to establish and maintain relationships with other staff.
- Excellent organizational skills and detail oriented.
- Ability to work independently and use initiative in problem solving
- Reliability
- Information management and organization

**EDUCATION:**

- HighSchool Diploma or equivalent work experience required
- Some college preferred.

**All qualified persons are encouraged to EMAIL or FAX their Résumé to:**

Human Resources  
Resumes@cabrilloedc.org  
Fax: (805)620-9294  
Phone: (805) 672-2561

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER.