



## **Office Manager/HR Admin**

(Confidential Position)

### **POSITION DESCRIPTION**

Division: Administration

Supervisor: Human Resources Manager

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 of rental housing for very low and low income households; property management; and community building and neighborhood revitalization.

#### **POSITION DESCRIPTION:**

Under the supervision of the Human Resources Manager, the Officer Manager/HR Admin performs a variety of administrative support duties including management of the phone system and greeting visitors. The Officer Manager/HR Admin is responsible for the general operation of the corporate office. Duties involve greeting visitors, answering incoming phone calls, purchasing office supplies, taking property inventory and ensuring maximum productivity. You will need to be proficient in Microsoft Office applications, including Word and Excel.

This position also requires clerical and administrative support to the HR Department, including the provision of support for the recruiting process (e.g. scheduling interviews, background screening, attending job and career fairs, as needed, and contacting selected candidates). Other essential functions include assisting with maintenance of job and personnel files, ensuring proper dispositioning of applicants and conducting the new hire orientation process and onboarding.

#### **DUTIES AND RESPONSIBILITIES:**

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

- Oversee and support administrative duties in the office and ensure that office is operating smoothly
- Performs receptionist duties: greet visitors, and answer and direct phone calls
- Handle inquiries from the public and provide general information
- Receive, sort and distribute all mail and deliveries, including management of outgoing mail
- Issue purchase order numbers for corporate office needs
- Place weekly orders for office supplies.
- Coordinate vendor needs at corporate office.
- Maintain phone list and other company wide documents and communicate updates to staff

- Assist in set-up and clean-up for meetings
- Run company errands on occasion and as requested
- 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.
- Responsible for the data in an effective Human Resources Information System to support CEDC goals and objectives.
- Assists the HR Manager in securing and filing compliance documents pursuant to employment law and practices; compiles and collects data for state and federal agencies as needed
- Assists with talent acquisition, recruitment, training and development.
- Assists the manager of human resources, administration and technology staff; collaborates with staff in a manner that provides continual personal development, growth and stresses internal customer service values with employees
- Provide other administrative support as necessary, including scheduling group meetings, maintenance calendars, conducting research and creating reports

**REQUIRED QUALIFICATIONS:**

- Minimum of 3 years office /administrative work experience
- Fluent in English and Spanish (oral and written)
- Computer proficiency in Microsoft Office: Outlook, Access, Excel, Word PowerPoint; as well as experience in managing 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:**

- High School Diploma
- Bachelor's degree in business administration, communications, or a related field a plus

**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

Written literacy test and computer skills test will be administered at time of interview

CEDC IS AN EQUAL OPPORTUNITY EMPLOYER