

Administrative Assistant/Receptionist

The National Park Foundation has is currently recruiting for an Administrative Assistant/Receptionist will be responsible for coordinating NPF's communication center including answering telephones and greeting visitors. The Administrative Assistant/Receptionist will provide general office coordination including, supply inventory, equipment maintenance records, special events. The Administrative Assistant/ will provide general support to HR special projects as needed and will support the technology functions in ADP Workforce Now.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

Communications/Reception:

- Provides front-desk support, including answering incoming calls to the main NPF phone line, accepting packages, retrieving and directing visitors.
- Greets all guests in a positive professional manner.
- Fields questions from incoming callers and determines appropriate staff to assist them when necessary.
- Keeps the staff telephone directory updated and circulates it via a hyperlink in an email on the first business day of each month. Coordinates with HR to gather all new hire information including staff photo for staff directories.
- Manages NPF's SharePoint homepage to keep content updated.

HR Operations:

- Works with HR to ensure new hires are properly oriented to office procedures, such as supply orders, use of equipment, conference room scheduling, etc.
- Coordinates and schedules special events with the HR team including external events.
- Coordinates the meeting activities for special committees i.e. Wellness and Green teams.
- Maintains ADP Workforce homepage and updates to the site as directed.
- Maintains birthday and hire-date anniversary list and other demographic lists.
- Orders flowers, baskets, etc. as requested.
- Other duties as may be assigned

Office Services:

- Serves as liaison with vendors and service providers for office equipment such as copiers, and postage meter. Serves as the in-house 'super user' and/or administrator for office equipment.

Orders repair service and supplies when necessary if under warranty or service contract; solicits estimate/information for major repairs or purchase.

- Maintains NPF conference room schedules and a/v requests
- Coordinates Kastle guest management system to ensure guests are registered to enter suite
- Coordinates the Argus system to notify building maintenance for required repairs and services
- Assists with catering requests and coordinates logistics and access requirements
- Orders and maintains supplies. Tracks available supplies, suggests 'routine' supplies and changes, codes vendor invoices for special supply orders, etc.
- Administers mailroom activities to include the following: maintaining supplies, liaison with USPS, FedEx, etc., sorting and delivering incoming mail and faxes internally, and overseeing the processing of outgoing mail including recording of charges on postage meters
- Schedules conference rooms upon request from staff
- Makes copies, faxes and distributes documents as needed
- Assures that the shared office space is organized and that all machines have been loaded with paper, staples, etc. and ready for next day business operations
- Maintains office vendor contacts; keeps updated and easily accessible for staff reference

Required Knowledge, Skills, and Abilities:

- Demonstrated ability in providing administrative support in office setting;
- Understanding of general office protocol;
- Proficient computer skills including Microsoft Office Suite;
- Professional telephone manner;
- Knowledge of basic office equipment;
- Demonstrated ability to communicate effectively with all levels of management, clients, and staff both in verbal and written form;
- Have the ability to handle confidential sensitive matters;
- Must be able to prioritize, work well in a fast-paced environment and exercise good judgment and problem-solving skills.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- Four-year college degree preferred. Equivalent secondary education and experience considered.
- At least 1 year of experience in administrative support role required. Non-profit organization experience desired but not required.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; and stoop, and/or kneel. The employee occasionally must push and/or move up to 10 pounds. Specific vision demands required for this job include close vision and ability to adjust focus. Willingness and ability to travel extensively for this position.

TO APPLY

- If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you

experience technical difficulties during the process, you may submit a cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "Admin/Receptionist" in the subject line of the e-mail.

National Park Foundation is an Equal Opportunity Employer that embraces diversity and inclusion. Candidates of all backgrounds are encouraged to apply.