

Combining Our Work for More Powerful Impact

<b>POSITION:</b>	Administrative Assistant - Facilities
<b>CLASSIFICATION:</b>	Full-Time (40 hours/week), Regular, Non-Exempt/Hourly
<b>LOCATION:</b>	414 S. 8 <sup>th</sup> Street, Minneapolis, Minnesota 55404
<b>CLOSING DATE:</b>	August 3, 2016
<b>ORGANIZATION WEBSITE:</b>	<a href="http://www.mcwmn.org">http://www.mcwmn.org</a>

## ORGANIZATION SUMMARY:

MACC (MACC CommonWealth/ MACC Alliance) is a membership organization serving and supporting nonprofit human service organizations. Our purpose is to provide quality services, collaborative programs and powerful connections for our member organizations that empower them to excel in helping communities, families and individuals thrive. We create opportunities for nonprofit organizations to succeed by providing outstanding management and administrative services, inter-organizational collaborations and an association that empowers our members to focus on their missions and create a powerful impact in their communities.



## JOB SUMMARY:

This position will serve as a member of MACC Management Services Organization's Facilities and Purchasing Team. The Administrative Assistant will provide administrative services including but not limited to: visitor's reception, office support; information provisioning, preparing and creating documents; other related duties as assigned. The Administrative Assistant will assist the Facilities Services Manager with facilities management and purchasing activities across all MSO member organizations, as well as perform other assignments under limited supervision.

Are you looking for a challenging, energizing, and rewarding career?

Do you possess the qualities below?

**Join Our Team!**

## We Offer:

- Competitive Benefits (medical, dental, vision, life insurance, etc)
- Generous Paid Time-Off (starting with 20 days a year)
- Retirement Savings Plan with Employer Match
- Engaging, collaborative, and fun work environment!

## JOB RESPONSIBILITIES:

- A. Reception and support to the Office Manager:

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER M / F H DV

- Ensure a welcoming and member-friendly environment in our reception area.
- Respond to phone and email inquiries (from members and the public at large) which help us maintain a professional image.
- Provide back-up to the office manager for courier deliveries and receivables to and from various member locations.
- Provide back-up to the office manager in processing incoming and outgoing mail in a timely manner.
- Knowledgeable of MACC, members, services and staff to provide assistance to visitors and clients.

**B. Member Facilities and Related Contracts:**

- Maintain acquisition and contract records, including electronic and paper copies.
- Maintain and update vendor information.
- Maintain record of the services provided to member agencies.
- Assist with the management of agency's physical plant including facilities, materials management, associated purchasing and fixed assets.
- Review invoices from vendors.
- Provide support to member facilities user group

**C. Members' Insurance Related Services:**

- Provide support for insurance certificate management and acquisition of certificates for program related needs.
- Assist with Property and General Liability insurance management and claims processes.
- Assist in managing member and insurance broker relationships.

**D. Vendor Contracting and Relationship Support:**

- Assist in managing the day-to-day relationships with member's contracted facility vendors.
- Assist with vendor meetings to secure bids and resolve member's issues and concerns.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- High school diploma or GED required
- Associates or Bachelor's degree preferred
- A minimum of two years of administrative assistance experience, including invoice processing.
  - Commercial facilities management experience or equivalent strongly preferred.

**Knowledge, Skills and Abilities:**

- Prior experience in a non-profit work environment preferred.
- Excellent problem solving skills.
- Excellent oral and written communication skills to foster strong relationships at all levels.
- Proficient in Microsoft Office Suite, testable at basic level for Excel and Word.
- Ability to deal sensitively with highly confidential data/materials.
- Ability to work respectfully and communicate effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion.
- Self-motivated, detailed-oriented individual with the ability to manage many tasks with strong organizational skills and work well under strict deadlines
- High degree of professionalism, strong work ethics and a team player.

MACC offers competitive salary and excellent benefits and provides you with the opportunity to enhance your career through rewarding and challenging assignments and the opportunities for advancement.

MACC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. MACC prohibits discrimination against employees, applicants for employment on the basis of age, race/color, disability, marital status, national origin, religion, sex, gender identity, sexual orientation, familial status, genetic information or veteran's status.

**APPLY ONLINE:**

[https://rew11.ultipro.com/MAC1006/JobBoard/JobDetails.aspx?\\_ID=\\*056A0DAE2F75FE78](https://rew11.ultipro.com/MAC1006/JobBoard/JobDetails.aspx?_ID=*056A0DAE2F75FE78)