



Title: Administrative Clerk

Department: Finance/ Human Resources

Reports To: Human Resource Manager

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC provides economic and workforce development services to businesses to improve their competitiveness.

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. As a Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services.

The Administrative Assistant works with the Human Resource and Finance department on JARC finance, and human resource functions.

Essential Duties

- Provides administrative support to ensure efficient operation of office
- Carries out administrative duties such as filling, typing, copying, binding, scanning etc.
- Exhibits polite and professional communication via phone and email
- Supports team by performing tasks related to organizational growth
- Organize and Maintain drives
- Manage Butterfly systems across all sites, including communicating with trainees and staff regarding system issues and maintaining accurate records for new and existing users.
- Manage and maintain instructional inventory across sites, including coordinating with staff to distribute and ship books, updating curriculum materials, and removing outdated instructional resources.
- Ensure operation of office equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Takes lead on creating and distributing employee birthday and anniversary cards.
- Receiving, sorting, and distributing incoming mail and preparing outgoing mail

- Procures office supplies, and operational resources through approved organizational purchasing platforms (including Amazon Business, Staples, and other authorized vendors)
- Maintaining vendor records
- Create expense requests in RAMP per supervisor direction and executive leadership requests.
- Manage ramp requisitions
- Contributes to the overall organization of the office
- Other duties as assigned

Team Functions:

- Contributes to agency's continuous quality improvement efforts
- Contribute to JARC's culture of maintaining a warm and welcoming environment and continuous quality improvement efforts
- Collaborates with all JARC departments including Technical Training Center, Business and Workforce Services, Financial Opportunities Center, and the Adult Learners Program

Requirements/ Qualifications:

- A minimum of one year of related experience
- Proficiency with Microsoft Excel, Outlook and Word.
- Strong organizational skills including the ability to effectively prioritize task and meet deadlines in a fast-paced environment.
- Ability to communicate effectively with customers, vendors, and employees at all levels of the organization.
- Professionalism, flexibility, good judgment and commitment to teamwork.

Terms/ Conditions:

- Part Time (20-25 hours a week)
- FLSA non-exempt
- Union (UAW-NOLSW 2320)
- Criminal Background, FBI and other pre-employment verifications required

Compensation:

- \$ 25.27 per hour
- Competitive benefits package

Submit cover letter and resume to hr@jane-addams.org.

No phone calls please.

**Please include the position title Administrative Assistant/ Administrative Clerk within the subject line.
Inquiries without the title in the subject line will not be reviewed or considered.**

*Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged to apply*