



Job Title: Receptionist/Administrative Assistant
Department: Finance & Administration
Status: **Part-time** Non-Exempt
Reports to: Director of Finance

About Us

The Koret Foundation is a private foundation based in San Francisco, committed to strengthening the Bay Area community and nurturing the continuity of the Jewish people worldwide.

Position Summary

The Receptionist/Administrative Assistant is responsible for the efficient day-to-day administrative operation of the Foundation. S/he is also the first point of contact for our Directors, employees, visitors, grantees, and vendors. S/he will assist the Foundation with the following: provide receptionist coverage, general office and facilities maintenance, clerical support, and event planning. S/he also performs the duties listed below and any other tasks and projects as assigned by the Director of Finance and/or CEO. S/he will be able to identify areas and processes for improvement and make appropriate recommendations. Discretion and confidentiality is a requirement in this position. This is a part-time position at 20-25 hours per week.

Key Responsibilities:

- **Receptionist**
 - Greet visitors, both in person and on telephone
 - Send, receive and distribute fax transmissions
 - Contact messenger service when necessary
 - Prepare Fed Ex labels, drop items at Fed Ex, and replenish Fed Ex supplies
 - Maintain parking log and obtain new validation stickers when needed
 - Act as key operator for all general office equipment, photocopier, fax machine, and postage meter.
 - Open, date stamp, and route incoming mail, and process outgoing mail daily.
 - Responsible for typing, filing, scanning, photocopying, and mailing correspondences (Note: each Friday, Director mail is posted.)
 - Responsible for restocking refrigerator, refilling kitchen supplies, emptying and cleaning appliances, and loading/unloading dishwashers
 - Responsible for taking inventory, ordering office supplies, and stocking shelves upon delivery from vendors
 - Notify Office Manager and Director of Finance when an item is broken, does not work, and need replacing

- Work closely with Office Manager to set up and break down Board Room for the quarterly Board meetings, grantee events, and Director meetings
- **Administrative Assistant**
 - Work closely with Officer Manager on managing memberships and subscriptions
 - Update the office administration lists including Board of Directors and Advisory Committee Contacts, Staff and Consultant Contacts, Employee Emergency Contacts, Office Contacts, Telephone Extension List, and Vendor List.
 - Coordinate with Corodata to pick up/deliver storage boxes, and reorder Corodata supplies
 - Work with Administrative Assistant/Accounting Assistant to execute office events and activities
 - Create, assemble, and maintain files as needed
- **Program Department**
 - Board related-materials, including inventorying, ordering, and preparing Board tabs, index tabs, and preparing covers and spines.
- **Other**
 - Any special projects and research projects as assigned by CEO/Executive Director and Director of Finance
 - Personal errands for the CEO/Executive Director upon request
 - Willingness to stay after hours if an event requires coverage

Qualifications

- Bachelor's degree not required
- Private foundation experience preferred
- Demonstrated administrative and organizational skills; minimum five years' experience in similar position, supporting a senior level executive
- Excellent phone skills, time management skills and ability to meet deadlines and task requirements
- Dependable, accountable, highly motivated, independent, flexible, and exceptional leadership skills demonstrating sound judgment
- Excellent written and oral communication skills
- Ability to self-start, set priorities. and balance the work load for various departments, while working independently and collaboratively
- Ability to exercise discretion in close team environment, protect information of a sensitive and confidential nature
- Attention to detail and accuracy
- Strong ability to interact with staff at all levels of the organization and persons outside the organization in a professional, courteous, culturally sensitive, and tactful manner
- Skilled in Microsoft Word, Excel, Outlook, and Access