



<b>Position:</b>	Office Coordinator
<b>Details:</b>	Part time
<b>Place of Work:</b>	Berkeley
<b>Reports to:</b>	Finance Manager
<b>Reporting to position:</b>	N/A
<b>Travel Expectations:</b>	None

### **Scope of Work:**

The Office Coordinator is a part time position with responsibilities including supporting day-to-day office operations to ensure smooth functioning of Seva Headquarters in Berkeley. The Office Coordinator works closely with our executive, development, communications and finance teams. Flexible hours may be required on occasion.

### **Main Responsibilities:**

#### **Support the daily operations of the office at Seva Headquarters**

- Answering phone inquiries, directing calls, and providing basic company information
- Ensure the reception desk is staffed during business hours by a friendly and informative first point of contact with the Public (This may be a volunteer)
- Pick up and sort the mail, prepare outgoing mail, serve as liaison for express mail and other shipping services.
- Monitor Info and Admin emails.
- Keep all office machines (printers/fax/mail meter) in good working order.
- Prepare monthly reports on office equipment, utilities and shipping usage.
- Stock office supplies, bathrooms, mailroom and kitchen essentials. Place orders for special requests as needed.
- Maintain/Update office emergency procedures and processes
- Primary liaison with Landlord on building and property issues and utilities vendors (alarm company, janitorial contractors) for optimal services and price.
- Assist Accounting/Finance Department with deposits, data entry and other duties as needed.
- Update and maintain the interoffice communications systems and directories.
- Coordinate the IT needs of the office in conjunction with the IT Director.

- Orient new staff to the office (equipment, codes, emergency procedures), provide appropriate keys, ensure workstation/IT setup is adequate, order business cards.
- Organize bi-weekly staff meetings including taking and distributing notes
- Other duties as assigned.

**Key Qualifications**

- 2+ years experience in office operations
- Friendly, patient, approachable manner and enjoys working with people
- Excellent written and verbal communication skills required
- Excellent time management and prioritization skills required
- Ability to concentrate on multiple problems/tasks at once
- Attention to detail
- Self-directed and able to work with minimum supervision
- Experience with MS Office software suite (Excel, Word and PowerPoint required)
- Bookkeeping/Accounting experience preferred
- High school graduate – bachelor's degree preferred
- Experience working in a non-profit environment preferred

**To apply send cover letter and resume to [officejob@seva.org](mailto:officejob@seva.org)**