



SOUTH CENTRAL SERVICE COOPERATIVE POSITION DESCRIPTION

POSITION TITLE:	General Administrative/Conference Center Support Professional	TITLE OF IMMEDIATE SUPERVISOR:	Human Resource Director
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POSITION SUMMARY: Serves as administrative support and provides front desk reception for the South Central Service Cooperative. This position will involve creating reports, correspondence, assisting in the maintenance of records, and performing general office duties to maximize efficiency and productivity of the agency. In addition, support for the attached conference center will be part of the responsibility. The ideal candidate must be a collaborative team member while performing jobs that require attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- Serves as confidential support for and facilitates the day-to-day operation of South Central Service Cooperative
- Answers phone, directs calls, greets visitors, distributes mail, etc.
- Prepares purchase orders, responds to inquiries from vendors; inspects orders upon receipt, reconciles invoices; matches billings with purchase orders and packing slips, and reports discrepancies
- Accurately enters data and develops correspondence, reports, event flyers, and other professional documents
- Assists in maintaining accurate records as needed
- Maintains confidentiality in all work-related activities.
- Contacts perspective speakers/guests and performs duties related to organizing/hosting events and meetings
- Supports Conference Center Coordination
- Performs other duties and responsibilities as needed or assigned.

POSITION QUALIFICATIONS:

- Post-secondary training/degree in office support or a related field.
- Experience with computer technology.
- Ability to efficiently and effectively organize work activities.
- Ability to maintain a positive, courteous working relationship with staff and clientele.
- Prior successful office experience is desirable.
- Ability to lift and carry office materials, equipment, or other job-related items weighing up to 25 pounds.
- Must be reliable and punctual.