TITLE: OPERATIONS ADMINISTRATIVE TEMP (PART-TIME)
GRADE: N/A
FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION

Reports to the Manager of Operations Administration. This Part-Time Temp will assist in a variety of invoicing tasks and activities, with general assignments to include electronic and physical maintenance of files, scanning of documents, data entry, etc. This part-time temporary position is authorized for a maximum of one year. The CEO has the authority to grant an extension of this time period if it’s deemed in the best interest of the organization. Part-time temporary employees do not receive fringe benefits.

SCOPE OF DUTIES

- Provide proficient and detail-oriented administrative support for invoices received via department electronic mailboxes and/or USPS to effectively process a high volume of invoices.

- Provide detail-oriented business writing skills when conveying messages and communication via email, interoffice memo, and vendor correspondence.

- Proof all documents and have the ability to apply attention to detail when receiving edits for all written correspondence.

- Successfully maintain and update “invoice reconciliation” spreadsheet using Excel.

- Successfully maintain and update “processed invoices” spreadsheet using Excel.

- Work independently and take initiative to communicate with office staff, vendors, and warehouse staff to resolve pending issues.

- Respond to calls and email concerning invoices and provide administrative support.

- Accurately organize and maintain proper documents and electronic files.

- Performs other related duties as assigned.

- Travel between HQ in Alexandria and outlying locations in Fredericksburg will be required periodically once normal office operations resume.
• Correspond with Manager of Operations Administration and other staff through Microsoft Teams chat and video conferencing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

• Demonstrate strong verbal and written communication skills.

• Ability to manage multiple projects simultaneously with attention to detail.

• Ability to establish and follow detailed work procedures.

• Ability to conduct online research and evaluate vendors for pricing and quality.

• Analytical and problem-solving abilities.

• Experience working in a team-oriented, collaborative environment.

• Ability to type and use a personal computer and related software applications, including automated financial systems.

• Moderate familiarity with Microsoft Excel, Word and Adobe Acrobat and/or the ability to learn how to use related software with relative ease.

• Ability to work independently, efficiently, know limits and meet payment deadlines as tasks and requests are updated.

• Ability to work well with all levels of staff, outside contractors, vendors, and customers.

• Knowledge of basic accounting and bookkeeping principles.

• Knowledge of customer service principles.

• Excellent judgment and decision-making skills.

• Ability to periodically lift boxes and materials averaging 10-30 pounds.

MINIMUM QUALIFICATIONS

• Must possess a valid driver’s license, current auto insurance and maintain a good driving record at all times during employment with VRE.

The statements in this job description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

VRE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VRE is committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment.