

Job Status: Full time, Salaried, Exempt
Reports to: Director of Communications

Department: Communications
Updated: November 2018

Primary Objective(s) of Position

- Provide administrative support to the PULSE team and Communications Department
- Responsible for maintaining and managing the new PULSE office
- Serve as office receptionist

Core Competencies:

- I. Excellent organizational and planning skills with strong attention to detail.
- II. Excellent written and verbal skills.
- III. Ability to manage multiple projects of varying complexity as part of a fast-paced team.
- IV. Proficient with office systems and ability to learn new systems.
- V. Demonstrate well-reasoned judgment and discretion.

Key Responsibilities & Objectives:

- Maintain necessary records and prepare reports as needed in a timely manner (PULSE expense reports, attendance/tracking reports, etc.).
- Help maintain effective communication and close collaboration among the PULSE Team, serving as primary receptionist for phone calls and note taking/distribution at appropriate times (like staff meetings and/or prayer).
- Serve as the recipient of important mail, documents, and ordered items—handling each piece appropriately.
- Manage all aspects of the new office building, coordinating with contractors/workers for cleaning, snow removal, maintenance, etc.
- Responsible for overall upkeep of the PULSE office—ensuring that the common areas are kept clean and holding people responsible for taking care of the building
- Work with operations and communications departments to order various print materials, get quotes from vendors, and ensuring the timely completion of projects.
- Review contracts and make recommendations for improvement
- Serve as a resource for PULSE staff including maintaining an inventory of essential office supplies and understanding policy and procedures.
- Book and manage travel arrangements as needed for communications department and visitors/contractors of PULSE

Organizational Responsibilities

- A follower of Jesus Christ and in agreement with the PULSE Statement of Faith, vision, and mission.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Team player and leadership skills in project management with strong interpersonal skills.
- Professional demeanor and approach.

Other Responsibilities

- Other duties and responsibilities as assigned.
- Engage in personal and team development opportunities presented by PULSE Leadership.
- Follow all policies and procedures outlined in the PULSE employee manual.