

LOGAN OFFICE ADMINISTRATOR

Reports To: General Manager

1) Job Description:

- a) Serve as office manager.
- b) Assist with merchant relations, sales reports and special projects that may be assigned.
- c) Assist the General Manager with Street Pricing compliance.
- d) Assist the General Manager with Badging program compliance.
- e) Supervise office staff.

2) Responsibilities:

- a) Provide administrative support for the General Manager.
- b) Manage the administrative workflow for all department managers.
- c) Supervise all administrative staff to ensure that the office functions properly.
- d) Assist in the coordination of ACDBE outreach programs.
- e) Prepare required Street Pricing reports.
- f) Serve as a member of the Risk Management team.
- g) Manage all office equipment, phone systems, IT systems and administrative supplies.

3) Special Skills:

- a) Strong organizational and time management skills.
- b) Attention to detail and the ability to manage multiple priorities and meet deadlines.
- c) Strong communication skills, both written and spoken.
- d) Ability to maintain confidentiality regarding property and human resource information.
- e) Good supervisory, budgeting and financial management skills.
- f) Knowledge of Microsoft Office computer software.

4) Education and Experience Required:

- a) Bachelor's degree in Business Administration or equivalent.
- b) Three years experience in a related field.