



Office Assistant (Front Desk)

Closing Date: Open Until Filled

We are the Santa Clara Valley Open Space Authority. Our mission is to conserve the natural environment, support agriculture and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations.

We have protected over 20,000 acres of natural and agricultural lands in Santa Clara County. Our agency operates a network of open space lands to manage and conserve natural resources and provide opportunities for hiking, biking, and equestrian uses.

The Ideal Candidate

You are a highly organized and detail focused office assistant with a minimum of 3 years' administrative support experience working with a driven, dynamic team. You enjoy a wide variety of office and clerical responsibilities and have the confidence to work independently and with a team. You take pride in being the first point of contact for the agency and thrive on meeting deadlines smoothly and efficiently. You excel in an environment where each day your support is key to the mission and goals of the agency.

You are committed to providing a positive, professional image of the agency through courteous phone and in-person interactions. You have the ability to effectively screen and properly direct phone calls and visitors, answer questions, provide information and take messages. Your strong communication skills and commitment to service enable you to effectively interact with all levels of personnel with ease.

The Administration & Finance Team knows how to have fun while giving our all, in support of the agency mission. We are committed to the personal growth and development of every member of the team and the agency and we are excited for you to join our team.

Your willingness to learn and eagerness to contribute has you be the ideal candidate for our mission driven agency. You have strong skills in Word, Excel, and Adobe Acrobat, and up for the challenge to master new software, such as our newly implemented ERP and CRM, and uploading web content.

This position will provide support through maintenance of new and existing systems, drafting of memos and communications, and meeting setup, including A/V support. You will assist the preparation and archiving of Board and committee meeting documentation, maintenance of administrative log files, and ensure that the office is open and ready for business each day. Your attention to detail will be an asset for proofreading and data entry projects.

Qualifications

- Minimum of three years in an office support or clerical role.
- Must possess a positive, upbeat attitude and common sense.
- Strong skills in Word, Excel, and Adobe Acrobat.
- Excellent verbal and written communication skills.
- This position is required to take and pass a pre-employment background check.

Salary range begins at \$22.35 per hour. Salary dependent on qualifications. This is a non-exempt, full-time position with excellent benefits.

Go here to apply for the job: <http://smrtr.io/9xfpnQ>. Please include a cover letter and resume.

It is the policy of the Open Space Authority to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. The Open Space Authority will provide reasonable accommodations for qualified individuals with disabilities.

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