



NOW HIRING | Part-Time Office Administrator

JOIN THE MOVEMENT.

Onward NRV is looking for a team-oriented individual to serve as a part-time Office Administrator. Use your skills to support economic growth in Virginia's New River Valley.

GENERAL DESCRIPTION

The part-time Office Administrator is responsible for, but not limited to, overseeing general office functions; bookkeeping; employee benefits administration; supporting board and committee meetings; creating and maintaining meeting minutes; event set-up and tear down; and staff support.

The successful candidate must be able to prioritize work and effectively manage multiple projects; communicate effectively verbally and in writing; work independently as well as collaboratively as a team; engage with a variety of stakeholders; work well under pressure in meeting deadlines; exhibit sound judgment in making decisions; and maintain confidentiality on sensitive matters. The Office Administrator position is a part-time, non-exempt position. It is an in-office, 15-20 hours per week position with flexible scheduling. The position reports directly to the Executive Director.

ABOUT ONWARD NRV

Onward NRV (www.OnwardNRV.org) is a public/private, regional economic development organization whose mission is to attract and retain world class jobs, investment, and talent in Virginia's New River Valley (www.TheNRV.org). It's a movement where leaders from business, government, and higher education work together to promote the economic vitality of the region through Onward 2028, the organization's five-year economic development strategy for the region.

The Onward NRV staff is a small but mighty team of colleagues who work collaboratively to promote the economic development of Virginia's New River Valley. We take pride in contributing to the success and future of the region we call home. In our fast-paced environment, we encourage new and creative ideas, celebrate our achievements, and strive for strong relationships with our colleagues and our organization's stakeholders.





ILLUSTRATIVE DUTIES

- Perform all bookkeeping functions, including accounts payable and receivable
- Assist with payroll and employee benefits administration
- Monitor organizational budgets, including revenue and expenses
- Maintain paper and digital filing systems for important and confidential documents
- Update, maintain, and enter information into organization's lists and databases
- Organize and maintain office operations, procedures, and common areas
- Perform general office administrative duties (e.g. keeping office organized, greeting office visitors, processing incoming/outgoing mail, booking meeting rooms, scheduling appointments, and errands)
- Monitor, inventory, and replenish office supplies
- Manage office equipment, company vehicle, service contracts, telecommunications systems, and insurance policies
- Support meetings of Board of Directors and committees by recording minutes; assisting with agenda preparation; and performing set-up and teardown of tables, chairs, and A/V equipment
- Assist with coordination and preparation for quarterly investor events as necessary, including event set-up and teardown
- Assist with miscellaneous projects as requested
- All other duties as assigned

SKILLS AND QUALIFICATIONS

- Demonstrated experience in bookkeeping with a high degree of accuracy
- Strong organization and planning capabilities with an excellent attention to detail
- Commitment to teamwork and outstanding customer service
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to work independently and meet deadlines
- Demonstrated professional judgment and discretion while maintaining a high degree of confidentiality
- Ability to safely move, handle, and set up heavy objects (i.e. display tables, chairs, banners, etc.) weighing up to 50 pounds.
- Proficient in Microsoft 365 programs (e.g. Outlook, Word, Excel); experience with Salesforce and accounting software a plus
- Associate degree or higher in business or related field or equivalent education, training, and experience is required

HOURS & COMPENSATION

The Office Administrator position is classified as a part-time, non-exempt position. Position is scheduled to work 15-20 hours per week in-office with flexible scheduling coordinated in collaboration with the Executive Director. Pay range is \$17 - \$20 per hour and dependent upon qualifications.

ADDITIONAL INFORMATION

The successful candidate will be required to have a background check.

HOW TO APPLY

Submit a cover letter with resume, including salary requirements and a minimum of three references, to hr@onwardnr.org. This position is open until filled. Onward NRV is an Equal Opportunity Employer and committed to providing reasonable accommodations for qualified individuals with disabilities upon request.



2020 Kraft Drive, Suite 2000
Blacksburg, VA 24060
www.OnwardNRV.org