

AMERICANS FOR PROSPERITY FOUNDATION™

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

POSITION DESCRIPTION

Position Title:	Office Administrator	Department:	Operations
Reports To:	Director of Human Resources	FLSA Status:	Non-exempt
Location:	National Office, Arlington, VA	Date Written:	May 21, 2010

SUMMARY:

The office administrator will manage day-to-day office operations and front desk responsibilities under the supervision of the Director of Human Resources. Further, the administrator will need to utilize strong communication skills and the ability to multi-task because of the many different tasks and projects that will arise. This position will manage key vendor relationships and be the primary contact for all facilities related projects/tasks. Please note that this is an entry-level position.

ESSENTIAL RESPONSIBILITIES:

- Manage the front desk area to ensure effective telephone and mail communications both internally and externally
- Manage and evaluate the relationships with key vendors: building maintenance, security system, computer hardware, computer software, phone systems, mail services and copier maintenance
- Maintain office facilities including kitchen and storage room and ordering office supplies
- Assist the Director of Human Resources with new hire packets, the internship program and special projects as assigned
- Serve as the main point of contact for the IT provider to ensure employee satisfaction and maintaining new and used computer inventory
- Maintain, input and follow-up with employees for the organization's timekeeping processes
- Manage mailing and shipping operations as well as conference call scheduling
- Assist on other special projects as needed

POSITION REQUIREMENTS:

- Strong attention to detail and excellent problem solving and organizational skills
- Ability to multi-task and prioritize in a fast-paced, high-pressure environment
- Understanding each task is imperative to the overall strength of the organization

- Willingness and desire to work independently, as well as collaboratively, and to take on additional responsibilities
 - Integrity, humility and an entrepreneurial attitude
 - A positive attitude and an earnest interest in providing good business relations/communications to our members, partners and employees
 - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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GENERAL:

Americans for Prosperity Foundation (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

TO APPLY:

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at hr@afphq.org with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.