



# Job Announcement

Posted: September 13, 2021

## *Operations Specialist I*

*ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!*

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| <b>Job Title:</b>        | Operations Specialist I  |
| <b>Job Hours:</b>        | Full Time (40 hours per week)  |
| <b>Salary:</b>           | \$15.00 - \$17.75 per hour DOE                                       |
| <b>Benefits Offered:</b> | Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan |

### **Position Summary**

The Operations Specialist I is responsible for supporting the day-to-day support tasks within the Operations Department.

### **Primary Duties & Responsibilities**

- Review, track and coordinate contract and lease execution, including signatures and proper distribution and filing.
- Assist with the preparation of all vouchers and reconciliations for the Operations Department.
- Complete all filing for the department in accordance with policies and procedures.
- Acts as a back up to the front desk providing excellent customer service.
- Assist with office supply and equipment delivery check-in and distribution.
- Coordinate and process the ACCESS clothing purchase in accordance with procedures.
- Provide support and assist with various projects as needed throughout the agency.
- Maintain and approve conference room reservations.

### **Primary Requirements**

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- Excellent record keeping and organizational skills.
- Excellent oral and written communication skills.
- Ability to maintain sustained concentration with attention to detail.
- Excellent computer skills, including thorough knowledge of Microsoft Office 2007.
- Excellent record keeping skills and ability to work effectively with others.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

### **Apply by Sending Application, Cover Letter & Resume To**

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email [hr@accesshelps.org](mailto:hr@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information