



SUPPORT SERVICES ASSISTANT

Job Title: Support Services Assistant

Opening Date: April 20, 2017

Location Name: Pastoral Center

City: Portland

State: OR

Zip: 97214

Job Number:

Job Category:

Position FTE: Full time

Term of Service:

Position Summary:

The position operates under moderately high supervision. Decisions are made in collaboration with the Manager and contain regular and recurring work situations with occasional variations from the norm. Assists employees at the Pastoral Center by providing support and provides assistance to employees at the Pastoral Center.

Essential Job Functions/Major Responsibilities:

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

Support Services:

1. Handles daily operations of mailroom and copy center. Tasks include:
 - a. Preparing and processing incoming and outgoing mail using USPS, FedEx, and UPS.
 - b. Transporting bulk mailings to the Post Office.
 - c. Coordinating various mailing and copy projects.
 - d. Assisting with maintenance of computerized mailing lists.
 - e. Sending and receiving fax communications.
 - f. Signing for deliveries requiring a signature.
 - g. Maintaining postage and bulk mail account records.



2. Assists Support Services Manager with building facility operations, maintenance of Archdiocesan vehicles, and other tasks.
3. Assists in setting up and dismantling conference rooms for meetings.
4. Inventories and orders office supplies with Support Services Manager's approval.
5. Prepares monthly copy machine and postage usage reports for Support Services Manager.
6. Processes monthly UPS billing.
7. Places service calls for copy equipment repair and maintenance as needed.

Financial Services:

1. Provide regular clerical assistance to the Director of Accounting, the Payroll Accountant and the Accounts Payable Accountant including the filing of accounting backup documentation and the distribution of accounts payable checks.

General:

1. Serves as primary back-up for Support Services Manager during absences.
2. Covers reception during morning and afternoon breaks.
3. Provides clerical assistance for various projects as assigned.
4. Maintains confidentiality.
5. Performs other work related duties as assigned.

Job Scope:

Position operates under moderately high supervision and within established lines of authority. Most decisions are made with the supervisor's approval and relate to regular and recurring work situations. Actions could result in delays and errors in paperwork and interactions. Supervised by Support Services Manager and represented by the Office and Professional Employees International, Local 11.

Communication/Client Contacts:

Contacts are made with others both inside and outside the organization, either by telephone, email, or in person. Contacts may involve confidential/sensitive matters. Contacts are usually made with supervisor's approval.



Specific Job Skills:

Proven ability to successfully communicate in both verbal and written form.
Ability to manage and coordinate mail and copy projects for Pastoral Center.

Education and/or Experience:

1. High school diploma or equivalent. Minimum of 1 year's support services, mailroom, and copy center experience or equivalent training and/or experience.
2. Computer literate, with experience in MS Office, File maker Pro, Fiery Printing Software, and light bookkeeping experience required.
3. Experience with UPS, WorldShip or similar shipping software preferred.
4. Experience with nonprofit organization(s) helpful.
5. Practicing Catholic preferred.
6. Valid driver's license preferred.
7. Bilingual in Spanish preferred.

Physical Demands:

While performing the duties of this job, employee is required to stand, walk, talk, reach, perform repetitive motions of the fingers, hands, wrists and feet, sit, grasp, hear, and handle. Must be able to push, pull, lift and carry items up to 50 pounds.

Work Environment:

Work is performed mostly in an office setting. Work is often manual in nature; long periods of standing and walking are required.

(The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For consideration, please email your resume and a cover letter detailing how you meet the above qualifications to hr@archdpdx.org with "Support Services Assistant" in subject line.