

Office Administrator

Urban Planning Partners is seeking a highly motivated, organized, and detail-oriented professional person that will thrive in wearing many hats and doing what is needed to support/make things happen. We have an amazing staff of 10 who are committed to enjoying work, life and great urban planning.

This position will report directly to and work closely with the company President/CEO and be someone who will manage the administrative tasks of the office, to effectively support the company to ensure a great office work environment with effective and efficient operations.

Key roles among the many hats:

1. **Administrative** ~50% of time

Communication is key. The successful candidate is a result-oriented professional with a proactive work ethic and naturally meticulous organizational skills.

- Manage vendors, including communicating and resolving issues, ensuring timely payments
- Conduct contract and project administration, maintaining filing and processing documents and correspondence in a timely manner
- Keep President/CEO regularly briefed in all firm administrative, financial, and human resource matters
- Process mail including bills, checks, applications, business licenses, insurance documents, etc.
- Ensure office organization
- Provide backup to Executive Assistant
- Generate monthly reports on billable work and projected work for short term planning

2. **Accounting** ~25% of time

- Prepare and disseminate monthly invoices to clients
- Enter bills, expenses, and payments into QuickBooks
- Manage AR/AP
- Enter deposits to QuickBooks and take to the bank
- Liaise with CPA and bookkeeper
- Understand and translate financial reporting

3. **Human Resource** ~25% of time

- Maintain personnel files
- Ensure compliance with State and Federal regulations
- Understand and communicate company policy
- Benefits administration, familiarity of benefits to be able to communicate with staff
- Liaison to broker

- Track opportunities and notify staff of professional development opportunities
- Facilitate open discussions regarding performance or conflict resolution
- Payroll and timekeeping administration

QUALIFICATIONS

- 5 years office or business management experience; preferably with same company
- Associates or Bachelor's Degree in business or office administration desired
- Excellent proficiency in QuickBooks, Microsoft Word, Excel, PowerPoint and Outlook, as well as Adobe Acrobat
- Strong writing skills and a mastery of grammar, punctuation, and document formatting
- Stable work history
- Adaptable to changes in the work environment, managing competing demands, and able to deal with changes, delays, and unexpected events
- Able to work on projects independently and bring them to a timely completion
- Ability to maintain the highest level of professionalism and confidentiality
- Courteous, positive with a cheery disposition, approachable and team oriented
- Intellectually curious and very anticipatory
- Certification from an HR program (example: SHRM) is a plus

This position is full-time. Urban Planning Partners offers excellent benefits (vacation, sick, and holiday pay; medical, dental, group life, and long -term disability insurance plans; and a Simple IRA with company match). Urban Planning Partners is an equal opportunity employer. Compensation is commensurate with experience and abilities, but anticipated to start in the \$55,000 to \$70,000 range DOE with opportunity for advancement. For immediate consideration, please follow these instructions:

- Email contact@up-partners.com and attach a single PDF file that includes your cover letter, resume, and salary history. In your cover letter, express why you are a great fit for the role.
- Please write "Office Administrator" in the subject line of the e-mail and name the PDF file as follows: OffAd_last name_first initial_date, submitted in YYMMDD format. (For example: OffAd_Smith_L_160722.pdf.)

No phone calls please. Thanks and good luck!

Urban Planning Partners is a small consulting firm with a diversity of clients and projects located in Uptown Oakland. The firm's services include land use policy, environmental review, contract planning, policy research & analysis, grant writing, and entitlement assistance. Learn more about the firm at www.up-partners.com.