



W. M. KECK OBSERVATORY

On the summit of Mauna Kea, Island of Hawai'i

FRONT OFFICE ADMINISTRATIVE CLERK

**Contact ALTRES Staffing for applications and information 329-1341
Attn: Michelle Conrey**

POSITION DESCRIPTION

POSITION TITLE:	Front Office Administrative Clerk	DEPARTMENT:	Administration
INCUMBENT:		FLSA STATUS:	Agency Temp
REPORTS TO:	Office Administrator	HOURS:	M-F; 8 AM to 5 PM
ASSIGNMENT LENGTH:	OPEN		

SUMMARY:

Under the general supervision of the Office Administrator, this position provides front office administrative support to the Organization and works on task assignments from the HR and Administration department.

ESSENTIAL FUNCTIONS:

1. Perform data entry, typing, spreadsheets, and word processing using Microsoft Office software programs, and other administrative tasks to provide support to the department.
2. Assist with human resources recruitment database and files and confirmation emails following WMKO established procedures. Compile, update, and maintain various HR files to support WMKO's recruitment efforts.
3. Assist with office administrative tasks and special assignments as needed (Conference Rooms, Catering, etc.)
4. Provide customer support for visitors to the Observatory. Greet visitors, stock and maintain Keck public information materials.
5. Provide assistance to our Travel Coordinator for VSQ and HP reservations as needed.
6. Assist with maintaining various employee lists and distribute to staff as requested.
7. Monitor cleanliness of mailrooms and work with Office Administrator on stocking office supplies. Update posters and brochures as requested.
8. Assist with mail opening in accordance with our office procedures.
9. Assist with scanning files and maintaining information.
10. Work effectively with coworkers and others by sharing ideas in a constructive, positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of the WMKO workforce in actions, words, and deeds.
11. Maintain commitment to a high standard of safety, comply with all safety laws and WMKO safety policies/rules,

and report actual and potential safety violations to appropriate supervisory or management personnel to further WMKO's core value of safety.

OTHER DUTIES:

- 1. Perform other duties consistent with the scope of the position.

Minimum Qualifications:

Education and Experience

- 1. Five years of experience in a clerical position.
- 2. High school diploma.

Skills

- 1. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- 2. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things. Greets visitors and staff in a positive and professional manner.
- 3. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- 4. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- 5. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- 6. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- 7. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- 8. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- 9. Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Other Requirements

- 1. Willingness to commit to WMKO core and cultural values. Core Values: Safety, Integrity, Respect, Discovery and Service. Cultural Values: Education/Learning, Communication, Teamwork, Rewarding Work Environment, Excellence and Community Involvement.

Desirable Qualifications:

- 1. Post-high school secretarial or business office training or courses.
- 2. Previous experience in human resources area.

Working Conditions:

- 1. May work for extended periods at a computer terminal.
- 2. May lift items up to 30 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

Incumbent

Date

Supervisor

Date