



WYOMING MONTANA SAFETY COUNCIL

JOB DESCRIPTION

Job Title: Administrative Clerk
Reports to: Operations Manager
Status: Full-time, non-exempt
Updated: January 31, 2020

To apply for this position, submit a letter of interest outlining your qualifications, an updated resume, and three (3) professional references to director@wymt.org.

Initial application review will begin on February 12, 2020.

Our Mission: To prevent incidents and injuries at work, home and in the community by providing high quality safety related education and information.

Our Values: Outstanding customer service, integrity, reliability, initiative, respect, professionalism, and team work.

Position Purpose:

The Administration Clerk serves a key role in assisting the Operations Manager to perform the daily duties of the Wyoming Montana Safety Council (WMSC).

Essential Duties and Responsibilities: *The listed functions are illustrative only and are not intended to describe every function which may be performed in this job level.*

- Professionally represent WMSC in all functions by providing superb, outstanding customer service at all times.
- Perform basic office support duties using traditional office equipment.
- Process incoming phone calls and emails.
- Assist on-site and off-site instructors in the efficient delivery of classes; ensuring instructors have all necessary tools, equipment, paperwork, and supplies.
- Complete daily check-in and registration of scheduled trainees.
- Collect and prepare timesheets for approval.
- Assist and support the Operations Manager with the following:
 - Collection, distribution, and preparation of all office mail and shipments.
 - Delivery of deposit to bank.
 - National Safety Council (NSC) courses and paperwork.
 - Classroom set-up and preparation of all course materials, equipment and supplies.
 - Insurance of Association of Reciprocal Safety Councils (ARSC) course compliance.
 - Database maintenance.
 - Maintain and reconcile inventory of all course supplies, materials, office supplies, and equipment. Place orders as necessary.

Other Duties and Responsibilities:

- Assist the Operations Manager and provide general operations assistance and operational back-up support.
- Light janitorial duties.
- Other applicable and related duties as assigned.

Job Qualifications:

Knowledge, Skills and Abilities:

- Efficient operation of multi-line phone system.
- Excellent oral, written, and interpersonal communication skills.
- High energy, outgoing, team player, and a passion for Wyoming Montana Safety Council mission is essential.
- Working mastery of computer programs including: the internet, a Windows based operation system, and the most recent Microsoft Office suite (Word, PowerPoint, Excel, Access, and Outlook).

Minimum Qualifications:

Education and Experience:

- High School diploma or equivalent required.
- 1 year proven experience and proficiency with Microsoft based computer systems.

Preference:

- Preference will be given to candidates who meet the minimum qualifications AND have 1-2 years of experience in an office/receptionist/clerk of equivalent position.

Working Environment:

- The Administrative Clerk primarily will be working in a professional office environment at the employer's Cheyenne, Wyoming location.
- The Administrative Clerk will be expected to travel approximately no more than 5% of the time to satellite offices or designated training sites.
- The workload may require working evenings and/or weekends.
- Occasionally required to lift up to 50lbs.

Note: *This job description is intended to be an overview and not an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*