



Montana Tech Foundation – Office Administrator

Reports to: CEO

Dotted-line report: Chief Financial Officer

Position Summary

The Office Administrator plays a vital role in the day-to-day operations of the Foundation. Reporting directly to the Chief Executive Officer, with a dotted-line reporting relationship to the Chief Financial Officer, this position is responsible for staffing the Foundation's front desk during scheduled office hours and serving as the first point of contact for the public. A professional, welcoming presence and excellent customer service are essential, as the Office Administrator represents the Foundation to all external constituents.

This role supports overall office functionality through the coordination and execution of administrative processes, office operations, and select financial tasks. The Office Administrator ensures the smooth running of the office and supports the efficiency and effectiveness of the organization.

While the following lists outline primary responsibilities, duties may vary over time, and the examples provided are not intended to represent all tasks that may be assigned to this position.

Receptionist Functions

- Greet visitors and escort them to the appropriate destination or notify relevant staff.
- Answer incoming telephone calls; gather information to transfer to the appropriate staff member, answer questions, or take and relay messages.
- Open and close the Foundation reception area and main telephone line punctually, according to office hours.
- Maintain a neat, stocked reception area, refreshment area, mailroom, shared conference space(s), and staff breakroom.
- Receive and process incoming mail and deliveries according to established procedures and controls.
- Maintain internal controls over cash and all other tender received.
- Process outgoing mail and deliveries, including express and bulk mailings as directed.
- Prepare documents such as correspondence, memos, or reports.
- Assist with database updates.
- Prepare daily gift receipts.

Office Administration Functions

- Monitor and maintain inventory of routine office supplies.
- Assist in preparing office space for new employees, including IT coordination.
- Assist accounting with administrative tasks related to accounts payable.
- Provide administrative support to other departments as needed.
- Order business cards, nametags, and other custom-printed materials/items for staff.
- Coordinate work orders, repairs, and maintenance of office space.
- Serve as liaison for office supply and service vendors.
- Coordinate work orders for repair of telephone equipment and service.
- Manage scheduling of electronically locked doors.
- Coordinate scheduling of the Foundation's shared conference space(s).
- Manage communications regarding conference space schedules for Foundation staff.
- Coordinate travel arrangements and related fiscal management for Foundation staff.
- Work occasional evening or weekend hours for Foundation activities (with advance notice).

Finance and Accounting Functions

- Assist CFO with accounts payable (AP) processing.
- Enter and process daily gifts into the database in a timely and accurate manner.
- Assist CFO with confidential filing, shredding, and other related duties.
- Assist with annual audit preparation.
- Organize and take meeting minutes for Finance and Investment Committee meetings.

Minimum Qualifications

- Excellent professional verbal and written communication skills in person, by phone, and in business correspondence.
- Strong customer service orientation and ability to establish rapport with students, colleagues, donors, and the public.
- Punctual, dependable, and able to work with minimal supervision.
- Ability to multitask, prioritize, and meet deadlines in a dynamic environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and willingness to learn additional technologies.
- Ability to handle confidential and sensitive information with discretion.
- Knowledge of standard office practices, procedures, and protocols.
- High accuracy and attention to detail.
- Strong organizational and critical thinking skills.
- High School Diploma or GED.
- Minimum one year of related experience in a professional office setting.

Preferred Qualifications

- Have or are working toward an associate's or bachelor's degree (preferred but not required).

Preferred Competencies

- Strong customer service skills, leadership ability, and project management experience.
- Exceptional attention to detail and ability to review and edit materials.
- Excellent organizational skills with the ability to improve processes and procedures.
- Experience working with diverse audiences.
- Familiarity with the Foundation and its fundraising priorities.
- Positive, team-oriented attitude; willing to adapt to meet the goals of the Foundation.

Salary and Terms of Employment

- Salary is dependent on qualifications and experience.
- Employment includes a 6-month probationary period.
- Position includes benefits provided through the Montana Tech Foundation, including but not limited to:
 - Medical insurance
 - Paid vacation and sick leave
 - Retirement plan

Location:

Montana Tech Foundation – Butte, Montana (on-campus)

Application Process:

For full consideration, please email the following to mtechfoundation@mtech.edu:

- Cover letter addressing qualifications
- Resume
- Contact information for 3 professional references