



## Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: [EMPLOYMENT@olhsa.org](mailto:EMPLOYMENT@olhsa.org)

(248) 209-2615 FAX

Website: [www.olhsa.org](http://www.olhsa.org)

---

## ADMINISTRATIVE SUPPORT COORDINATOR

**Division:** Executive Office  
**Department:** Executive Office  
**Supervisor:** Executive Office Manager  
**FLSA Status:** Non-Exempt/ Non Union

### Job Mission:

To provide administrative support for the Executive Office, Finance and Human Resources Divisions.

### Performance Standards:

1. Responsible for the purchasing, receiving and distributing of office supplies. Responsible for maintaining and managing purchase orders and purchase requisition records.
2. Create, distribute and monitor vendor's reports including but not limited to the monthly copier and postage meter reports.
3. Responsible for the agency mail distribution.
4. Provide administrative support to Finance and Human Resources as needed.
5. Carry out all other duties as assigned by supervisor.

### Qualifications:

1. High School Diploma or Equivalent required. Associates Degree preferred.
2. Two (2) years of experience with Microsoft Office programs and web-based databases. Experience in a Microsoft 365 environment preferred.
3. Valid Michigan Driver's License and access to reliable transportation required.

### Hours & Wage

\$16.00 per hour

40 hours per week, 52 weeks per year

### Location

Pontiac

**OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Administrative Support Coordinator

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	job requires mostly sitting completing paperwork
Stand	1	To process supply deliveries
Walk	1	To process supply deliveries and process mail
Bend/Stoop	1	To put supply deliveries away

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	No	
Squat	Yes	
Climb	No	
Shoulder level	Yes	
Kneel	No	
Pushing	Yes	

	Pounds	Comments
<b>Weight Carried</b>	<b>11-25 lbs</b>	Putting supply deliveries away

	Pounds	Comments
<b>Weight Lifted</b>	<b>11-25 lbs</b>	

**Date:** Sep 6, 2022