



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: 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 |
|-----------------------|------------------|--------------------------------|
| Weight Carried | 11-25 lbs | Putting supply deliveries away |

| | Pounds | Comments |
|----------------------|------------------|----------|
| Weight Lifted | 11-25 lbs | |

Date: Mar 27, 2023