



Position: Office Administrator
Reports to: General Manager
Supervises: N/A
Classification: Exempt; Full-time
Location: The Retreat Center
Organization: The Retreat Center

Objective

Provide administrative support to The Retreat Center LLC, leadership. Duties include, but are not limited to, handling all clerical duties, coordinating calendars, organizing meetings, coding and submitting all budgetary invoices, bills and credit card receipts in a timely manner.

Key Responsibilities

- Carrying out all clerical duties such as answering phone calls, responding to emails and preparing various documents, including office correspondence, memos and presentations
- Coordinating and managing appointments and meetings
- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable/payable and budget tracking
- Maintaining general office files, job files, vendor files and other files related to operations
- Purchasing office supplies, equipment and furniture
- Overseeing all office related operational needs
- Assist housekeeping staff with room cleaning and turnover as needed
- Performing other assigned tasks when needed

Competencies

- Model The Retreat Center's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Excellent written and verbal communication skills are keys to success in this position
- Ability to recruit and manage volunteer teams (serve staff)
- Efficiently meet deadlines
- Must be proficient with Microsoft Office as well as Apple platforms
- Anticipate the needs of The Retreat Center



Education and Experience

- High school diploma or a bachelor's degree in business, administration or a related field
- Two or more years of office administration experience
- Trustworthy in handling confidential information
- Multi-tasking and time management skills, with the ability to prioritize tasks

Position Type/Expected Hours of Work

This is a full-time, non-exempt, position, reporting to The Retreat Center General Manager. Normal days and hours of work are Monday thru Friday, 8:30am -5pm during scheduled events and gatherings, work hours and days may vary, to include weekends and after hours. Flexibility is a must.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. In addition, this job operates in an outdoor environment on 3,500 acres of South Georgia coastal woodlands, to include intercoastal waterways, swamps and dense forests. Encounters with various wildlife (feral hogs, deer, snakes, alligators, spiders, ticks, mosquitos and other insects) are common.

Physical Demands

This role requires a mixture of physical demands. The majority of demands are sedentary; however, this position also requires some physical exertion. The ability to lift items up to 15 pounds, bend/stand and assist in moving various pieces of furniture and laundry items (when needed) is a must.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.