

Union Gospel Mission of Salem Job Description

POSITION TITLE: IT/HR Administrative Assistant
MINISTRY DEPARTMENT: Administration (200)
REPORTS TO: Director of Operations
FLSA STATUS: Non-Exempt
LOCATION: Administrative Offices, 777 Commercial St. NE, Salem, OR 97301
STATUS: Part-Time w/ Benefits

Job Summary:

Provide technical (IT) and administrative support to the Director of Operations.

Essential Job Duties:

IT/HR Support

- Provide Technical Assistance to UGM staff at 5 locations including
 - Troubleshoot phones, computers, and internet when needed at all facilities
 - Troubleshoot and add software to computers when needed
 - Assist in troubleshooting and set up of Office 365 products and services
 - Assist in troubleshooting VOIP phones online and offline
 - Help with data entry of all ADP, Ease, and other software for employees and their managers.
 - Set up new hires in Office 365 and complete computer set up for their facility

General

- Maintain a positive, encouraging Christian work atmosphere by demonstrating and training staff in appropriate Customer Service C.A.R.E. standards.
 - A. **C**ommitted – performs job with integrity – respects and honors others
 - B. **A**ttentive – models honesty and courtesy to all. Good listener.
 - C. **R**esponsive – Takes responsibility for quality results. Serves effectively.
 - D. **E**xcellent – Seeks to improve performance while providing excellent service.
- Attend various Mission functions and meetings as required
- Help maintain a schedule for the Director of Operations
- Assist with other duties as needed and as directed by the Director of Operations.

Knowledge, Skills, Abilities:

1. Valid OR State Driver's License and able to use own vehicle for occasional business purposes.
2. Must agree with Union Gospel Mission of Salem's Statement of Faith and Standards of Conduct.

Education: Highschool Diploma or GED preferred

Experience: preferred 1 year experience in technical support position.

Revised 09/02/2021

