

Wasatch Front Regional Council

Job Description and Announcement

Office Administrator

The [Wasatch Front Regional Council \(WFRC\)](#) is the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the area of Salt Lake, Davis, Weber, Morgan, Tooele and southern Box Elder Counties in Utah. WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for livable communities, a strong economy, a healthy environment and a well-functioning, multi-modal transportation system.

WFRC is seeking a full-time Office Administrator to serve as administrative support, WFRC committee support, facilities manager, and information technology liaison.

The successful candidate will work in a highly collaborative environment to address the challenges and opportunities of being one of the fastest growing states in the country. The goal of this work is to promote good mobility and access to opportunities, clean air, a strong economy, and overall high quality of life for all the residents of the region.

WFRC's office is in a walkable and bikeable area accessible by foot, bikeshare, scooter, bus, light rail, commuter rail, and auto. Salt Lake City is famous for offering urban amenities in close proximity to world-class outdoor activities.

Description

The Office Administrator is an integral part of the WFRC Organizational Operations (Org Ops) Team, which supports all staff in administration, communications, purchasing, and information technology.

WFRC currently has a hybrid work approach; all staff work in the office on Tuesdays and Thursdays, and other days may be worked in the office or remotely.

Functions and duties

- Desire to work in a professional, team environment.
- Serve as receptionist, providing information and support to staff and visitors.
- Work with WFRC staff members to assist in the preparation of committee meeting agendas and packets, take minutes, communicate with committee members and the public, follow up on WFRC-related tasks and assignments.
- Report to the Chief Financial Officer and work closely with the Org Ops team to support a wide variety of WFRC activities.
- Liaise with landlord and office supply companies to stock and organize common areas, refit offices for new staff, provide parking validations for staff and visitors, oversee conference room AV, and provide general office maintenance.
- Maintain information technology asset and inventory list, ensure a rotation of computer hardware for staff, liaise with technology support to ensure timely response.
- Lead office emergency preparedness efforts.

Desired skills, abilities, and knowledge

- Proficiency in computer skills including Google Suite, Excel, Microsoft Word, and Adobe.
- Detail oriented and able to meet deadlines with narrow time constraints.
- Dependable and collaborative.
- Work independently and as part of a team.
- Willingness to accept supervision and direction while exercising discretion in daily responsibilities.
- Communicate effectively in oral and written expression.
- Critical thinking and problem solving skills.
- Availability to work both on site and remote, as needed.
- Maintain professionalism, integrity, and a public-service attitude.

Qualification requirements

1. Graduation from high school plus two years of specialized training OR an associate degree related to office management, administration and office practices and procedures;
2. Four years of relevant experience related to above duties; OR
3. An equivalent combination of education and work experience.

Compensation and benefits

Competitive compensation, commensurate with experience and responsibility. Full benefits package including pension through Utah Retirement System; 401k / 457 with employer match up to 7.65%; medical, dental, vision, life insurance; vacation; sick leave; paid holidays, paid personal days; and education assistance program.

To apply

Those interested in this position should submit a letter of interest briefly outlining their experience and qualifications (one-two pages) and resume by email to employment@wfrc.org by **noon on Friday, August 19, 2022**. The position will remain open until filled. For further information, contact Rosie Hernandez at (801) 363-4250 x1202. For general information, please visit our website at www.wfrc.org.

The Wasatch Front Regional Council is an Equal Opportunity Employer.