



## NOTICE OF JOB OPENING

### **Pagis OFFICE ADMINISTRATOR**

**(In Office Position)**

**Opening Date:** May 3, 2025; **Closing Date:** Until Filled; **Classification:** Non-Exempt/Non-supervisory (\$28.85 per hour)

**Summary of Job Duties and Responsibilities:** Under minimal supervision, the PAGis Office Administrator performs a variety of administrative support tasks for staff and committees to ensure smooth operations within PAGis. Performs other related duties as assigned by the PAGis Manager.

**Knowledge, Abilities and Skills:**

- Knowledge of word processing software and equipment
- Knowledge of Microsoft Office software
- Knowledge of basic Internet usage
- Knowledge of Quickbooks accounting software
- Knowledge of accounting principles and practices for payables, receivables, and payroll
- Knowledge of business English, spelling and punctuation
- Knowledge of business letter writing
- Knowledge of data input and reporting
- Knowledge of math
- Knowledge of filing procedures and systems (Alpha & Numeric)
- Knowledge of record-keeping practices including retention rules
- Knowledge of telephone techniques
- Ability to maintain the confidentiality of sensitive information
- Ability to deal with the public tactfully
- Ability to maintain filing systems including confidential information
- Ability to plan and execute organizational events
- Ability to organize and maintain office
- Ability to prioritize workload
- Ability to operate word processing equipment
- Ability to transcribe from recording equipment
- Ability to operate office equipment
- Ability to follow written and oral instructions
- Ability to interpret and explain policies and procedures
- Ability to communicate orally and in writing
- Ability to speak clearly
- Ability to work independently
- Skilled in use of personal computer

**EQUIPMENT AND MACHINERY OPERATED:**

Personal Computer	Scanner	Copier
Postage Machine	Calculator	Printer
Multi-line telephone		

**Minimum Qualifications:**

- High School Diploma
- Five (5) years of general office administration duties experience
- Two (2) years of human resources experience
- Two (2) years of payroll experience
- Two (2) years of accounting experience

**Preferred Qualifications:**

- Bachelor's degree in business management or similar

**Special Qualifications:**

- Must pass a criminal background check
- Must be a high-performing, innovative, values-driven, and passionate individual
- Must be trustworthy in dealing with finances

**Work Conditions:**

- Works in a heated and air-conditioned office
- Will need to travel at times to meetings and to obtain signatures on sensitive documents

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Interested candidates may apply beginning on **Monday, May 5, 2025 between the hours of 8:00 a.m. and 4:00 p.m. in the Office of Pulaski Area Geographic Information System (PAGis) at 425 West Capitol Ave, 10<sup>th</sup> floor, Little Rock, Arkansas 72201.** You may also email your application to: [Alex.Harper@arkw.com](mailto:Alex.Harper@arkw.com) or [Julie.Kent@pagis.org](mailto:Julie.Kent@pagis.org)

**All forms must be completed and returned to Pulaski Area Geographic Information System (PAGis) offices to be considered for interviews. A criminal background check will be conducted.**

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**Pulaski Area Geographic Information System (PAGis) is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability, veteran’s status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.**