



North Dakota Native Vote  
P.O. Box 226  
Bismarck, ND 58502

## JOB ANNOUNCEMENT

**Job Title:** Office Administrator

**Salary:** \$18.00/hour

**Job Type:** Part-Time (20-30 hours)

**Location:** Bismarck, ND

**Job Classification:** Non-Exempt

**Supervisor:** Executive Director

### Job Purpose

North Dakota Native Vote is seeking a responsible Office Administrator to perform various administrative tasks. This is a part-time position that will work 20 to 30 hours per week. The expectations of the Office Administrator include providing support to our team by assisting with daily office needs such as monitoring inventory of office supplies, equipment, appliances, and electronics; greeting stakeholders or partners and ensuring they are connected with the right personnel; managing our organization's general administrative activities such as purchasing, accounts payable, and personnel files. Candidates should have excellent oral and written communication skills and be able to organize their work using tools like Google Suite or Microsoft Office. In addition, they are passionate about creating and maintaining office infrastructure to enhance staff productivity and comradery.

### Job Duties and Responsibilities

- Answer and direct phone calls.
- Organize interoffice meetings and appointments.
- Write and distribute emails, memos, letters, and faxes.
- Develop and maintain interoffice filing systems.
- Monitor and catalog inventory of supplies, furniture, and equipment.
- Maintain vendor lists and contact lists.
- Assist with travel arrangements for team members and stakeholders.
- Assist with monthly expense reports.
- Assist with mail pick up and drop off.
- Lead correspondence with bookkeepers and consultants.
- Assist with bank deposits and accounts payable pick up.
- Submit operational reports as needed.
- Assist in database management.
- Assist with interoffice proposals and work orders.
- Other duties as assigned.



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### **Job Qualifications**

- Experience as an administrative assistant or office secretary.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and copy machines.
- Proficiency in Google Suite or MS Office (MS Excel and MS Word)
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

### **How to Apply**

To apply for this job, email a cover letter, resume, and 3 professional references to: [JOBS@NDNATIVEVOTE.ORG](mailto:JOBS@NDNATIVEVOTE.ORG).

If you have any questions about this job, call: 701-751-2147.

### **Equal Opportunity**

North Dakota Native Vote is an equal-opportunity employer and is committed to providing a work environment that is free from discrimination. We do not discriminate based on race, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or any other status protected by applicable law. We believe that a diverse workforce strengthens our organization. All employment decisions at North Dakota Native Vote are based on business needs, job requirements, and individual qualifications.