



**TECH
DISCOUNTS**

POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two locations in the Twin Cities.

TITLE: Executive Assistant

REPORTS TO: Director of Finance and Administration

LOCATION: Tech Dump HQ, 860 Vandalia Street, Saint Paul, MN 55114

SUMMARY:

The Executive Assistant is integral for Tech Dump and Tech Discounts to fulfill its mission of helping individuals with barriers to employment expand their economic future. They will assist the CEO and the executive team as well as ensure smooth office operations to make sure that every employee at Tech Dump has the tools, supplies, and information they need to excel at their jobs.

ESSENTIAL ACCOUNTABILITIES:

Manage day-to-day office functions-50%

- Office management
 - Oversee general office operations and provide support as needed
 - Develop internal communications including presentations and announcements to be delivered across a variety of communications channels
 - Ensure office security according to industry certification requirements
 - Greet visitors and vendors at the front desk and manage them while on-site
 - Maintain office supplies and order as needed
 - Distribute mail and packages
 - Ensure clear communication throughout the organization
 - Work with IT and maintenance to ensure a clean, presentable office environment
 - Ensure proper equipment and desk space is setup for new employees
 - Enter cash and checks into accounting system and assist with accounts receivable

Executive Assistant to CEO-30%

- Assist the Tech Dump/Tech Discounts CEO with day to day administrative tasks, including but not limited to:
 - Schedule meetings and appointments
 - Manage inbox and calendar
 - Organize board documents and correspondence
 - Provide support with Docusign, Doodle, Google Docs, and other software
 - Special projects for the CEO
 - Manage credit card receipts

Executive Assistant to Executive Leadership Team-20%

- Assist the Tech Dump/Tech Discounts Executive team with day to day administrative tasks, including but not limited to:
 - Work with the leadership team to implement special projects
 - Scheduling meetings and appointments for Executive Team
 - Assist in planning in-house and off-site activities
 - Help with credit card receipts

OUTCOMES OF THIS POSITION:

- An organization that runs smoothly and efficiently
- A reduced administrative burden for the CEO and other executive team members
- A smoothly operating office environment
- Timely and efficient flow of information within the organization

RECOMMENDED QUALIFICATIONS AND EXPERIENCE:

- Commitment to advance diversity, equity, and inclusion
- Discretion and confidentiality
- Excellent communication, interpersonal, organizational, and leadership skills
- Ability to quickly learn and adapt to new technologies
- Proficiency in Google Documents and/or Microsoft Office
- Attention to detail and problem solving
- Ability to manage time, multi-task and prioritize workflow
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope

Additional Position Information:

- *Pay Range:* \$21-\$25/hour
- *Benefits:* Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The office environment includes regular standing, walking, and sitting at a desk, use of PC, occasional lifting of approximately 20 pounds.
- *Work Schedule:* This is a full-time position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m. This position is not eligible for remote work.
- *Other:* This position will include occasional travel within the Twin Cities. The ideal candidate will have access to a vehicle on a regular basis.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.

860 Vandalia Street | St Paul, Minnesota 55114 | 763-432-3117 | www.techdump.org Updated on 11/23/2021