

### **Posting Information**

**Position Title:** Office Administrator

**Position Type:** Part-Time Employment (M, W, TH in Office)

**Position Location:** Lehi, Utah

**Position Pay:** \$20.00-\$22.50/Hour DOE

**Hiring Manager:** Belinda Olsen | [hr@youniquefoundation.org](mailto:hr@youniquefoundation.org) | 385.262.7253

### **Our Mission**

We empower healing for individuals who were sexually abused as children or adolescents through retreats, support groups, and online resources.

We educate and engage parents and caregivers to protect children from sexual abuse through community and online resources.

We drive awareness to motivate individuals to take action against child sexual abuse.

### **Qualifications**

We are seeking an experienced office administrator to assist with general office support including travel, facility management, and supply ordering.

#### ***Educational/Professional Requirements***

- A High School Diploma or equivalent

#### ***Experience Requirements***

- 2-5 years of experience in an office support role

### **Responsibilities**

- Ensure professional physical and phone reception for Saprea
- Lobby for competitive rates from all vendors and support vendor agreements as needed
- Arrange travel accommodations for staff and guests
- Package and ship items on behalf of the organization
- Write and update office guidelines and processes
- Purchase, maintain, and inventory office supplies
- Assist with facility management