



### **ADMINISTRATIVE LIAISON JOB DESCRIPTION**

#### Principal Responsibilities:

- Manage the front desk during operational hours
- Interact with outside vendors
- Filing and necessary record keeping
- Assist off-site Human Resources and Payroll representatives with on-site maintenance of staff time off, timekeeping, and benefits support
- Maintain necessary logs as required by licensing agency
- Assist Executive Director with daily tasks
- Manage ordering of supplies including weekly food ordering and office supplies
- Maintain daily communication between program and transportation company
- Support the referral process
- Take notes for staff meetings and trainings
- Other administrative tasks as necessary

*This job description is intended to be general and may evolve over time. It is subject to periodic updating and is subject, at the firm's discretion, to the assignment of different or additional duties. We are an equal opportunity organization.*