



OFFICE ASSISTANT

The William Davidson Foundation, a private family foundation, dedicated to advancing the economic, cultural, and civic vitality of Southeast Michigan, the State of Israel, and the Jewish community is now seeking nominations and applications for the position of **Office Assistant**.

The William Davidson Foundation is a private family foundation dedicated to helping to secure a bright future for the communities that have inspired our founder's family for generations. We imbue our work with a sense of possibility and believe deeply in the importance of building meaningful relationships across difference. Together with community leaders who share our sense of optimism and obligation related to Detroit, Israel, and the Jewish people, we make transformative investments and support catalytic initiatives that will deliver lasting value for future generations. The Foundation has assets of approximately \$1.5 billion and grants approximately \$60 million annually.

Our culture reflects our founder's greatest strengths and traits. Like Mr. Davidson, we prize optimism and creativity as we carry out our work together. We also value relationship building and true partnership within our team and alongside our board, grantees, and community. But in short, we believe in working hard, collaborating closely, and maintaining a consistent mindset embodying curiosity, courage, and action.

POSITION OVERVIEW

The Office Assistant is responsible for supporting the day-to-day office operations of the Foundation's headquarters by ensuring a positive experience and the professional image of the Foundation is maintained for staff, board members, and guests. The Office Assistant's primary duty is to provide meeting support, including directing guests to their meetings, setting up for and cleaning up after meetings, and supporting the Senior Office Manager in maintaining a professional, clean, and tidy office environment.

This position reports directly to the Senior Office Manager and is a collaborative team member who works closely with the Administrative and Operations Team.

This position is a full-time in-office position located in Bloomfield Hills, Michigan. The incumbent is expected to be in the office 5 days per week.

PRINCIPAL RESPONSIBILITIES

The duties and responsibilities outlined below are subject to change based on the evolving needs of the organization. Flexibility and adaptability are key, as additional tasks may be assigned, and responsibilities may be adjusted over time.

- Ensures the professional image of the Foundation is maintained by keeping a clean and tidy atmosphere in all common and back of house areas of the office, including the front lobby, lounges, kitchens, meeting rooms, copy area, mail room, and pantry.

- Provides friendly service to guests, offers refreshments, escorts guests to meeting rooms, and alerts appropriate staff of guest arrival.
- Sets up meeting rooms with scheduled food and beverage service. Ensures meeting rooms are set up with appropriate supplies and that zoom rooms are set up and ready for participants.
- Ensures all technology requested or required for all meetings is on and functioning prior to the start time of all meetings.
- Cleans up after meetings, ensuring meeting rooms are clean, tidy, and ready to be set up for the next meeting.
- Conducts multiple walk throughs of the building and completes checklists throughout the day.
- Completes daily, weekly, monthly, and quarterly check lists developed by the Senior Office Manager.
- Conducts, with and under the direction of the Senior Office Manager, monthly “clean out” projects to ensure ongoing organization is performed in all areas on a rolling, ongoing basis.
- Monitors inventory of office supplies, snacks, beverages, and other items. Communicates ordering needs to Senior Office Manager. Restocks pantry, mail room, copy room, and snack areas with replenished supplies.
- Retrieves and sorts incoming mail and deliveries and coordinates the distribution of mail, packages, literature, and other items to the appropriate staff member or director.
- Professionally handles all phone calls into the Foundation’s main phone line and routes callers to the appropriate staff person and/or provides general information in a timely and courteous manner.
- Recognizes staff birthdays and work anniversaries via the Foundation’s internal communication platform and orders celebratory desserts.
- Actively participates in Office Management and Administrative Team weekly meetings.
- Provides support whenever and wherever needed, including sharing scheduled coverage of holidays with the Senior Office Manager, Office Manager, and Administrative Team members.
- May be required to assist with occasional evening events, including setup, coordination, and onsite support as needed.
- Provides daily support to the Senior Office Manager on a variety of administrative tasks.
- Completes special assignments and/or projects as assigned by the Senior Office Manager and Vice President & COO.

PROFESSIONAL EXPERIENCE & REQUIREMENTS

The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Bachelor’s degree preferred, with at least two to four years of experience in customer service and/or administrative support.
- Experience operating a multi-line phone system and virtual meeting set-up (i.e., Zoom).
- Proficient in all Microsoft Office Suite products, particularly with Outlook, Word, and Excel.
- Superior customer service skills, professionalism, and overall positive attitude.
- Dependable and reliable with a strong work ethic with a can-do attitude.
- Adaptable, and able to handle unexpected issues or changes in a calm and effective manner.
- Resourceful, proactive problem solver, and uses sound judgment.
- Excellent multitasking, strong organizational skills, and time-management skills, with the ability to prioritize and complete tasks in a timely manner.

- Thrives in a team environment, is effective at building and maintaining collaborative relationships, and positively contributes to the organizational culture.
- This role is in a professional office environment requiring sedentary project work, along with frequent movement throughout the office re-stocking office products, delivering mail, office tidying, and meeting set-up. This will require the ability to lift and/or move up to 10 pounds.
- Must have reliable transportation and the ability to complete errands outside of the office, as needed.

RELATIONSHIPS

- Reports to and is accountable to the Senior Office Manager.
- Active contributor to the Office Management, Administrative, and Operations teams.
- Works collaboratively with all Foundation staff members.

HOW TO APPLY:

Applications including a cover letter describing your interest and qualifications and your resume should be sent to: jobs@williamdavidson.org. No phone calls please.

More information about the William Davidson Foundation can be found at: <https://williamdavidson.org/>

The William Davidson Foundation is an equal opportunity employer. Candidates of all diverse backgrounds are encouraged to apply.