Bhutanese Community in Utah

Position: Office Specialist (OS)

Job #BCU-20-002

**Job Description**

**JOB SUMMARY**

**Safe in Utah Grant** is approved by the Utah Governor’s Office of Economic Development (GOED) to provide services for safe employees and safe clients impacted by COVID-19 from July 2020 to December 2020.

Ideal candidate is outgoing, service-minded, detail-oriented, maintain high quality and confidentiality and professional in written and verbal communication

Provides customer service and office/program support. Serves as the initial contact for customers, program staff both in person and over-the-phone, and related information

**MAXIMUM QUALIFICATIONS**

High School Diploma studied in USA/Utah in a Human Services field, or other closely related field; OR an equivalent combination of related education and experience

Preference will be given to that applicant with highest number of years’ experience directly related to these duties.

Due to the nature of this position, the successful applicant must pass a required employment background check in accordance with current BCU employment policy requirements.

**ESSENTIAL FUNCTIONS**

* Maintains working hour’s trackers of the program staff and other important dates of deadlines.
* Schedules client registrations and completes intake forms.
* Performs customer service functions; provides information to businesses regarding Covid-19 response changes and any other services and information.
* Assists with correspondence and material distribution.
* Provides general office support to the program.
* Provides detailed information to the public regarding procedures.
* Accepts specific documents, assists customers in data gathering.
* Coordinates with BCI/FBI process.
* Processes Liability Insurance payment, Charity permit renewal, and others
* Supports office functions effectively utilizing computers.

**Location**

BCU Office

**Department**

Clerical/Communication

**Salary**

$14.00 hourly and 8 hours a week for 26 weeks

**Date Opened**

Aug 11, 2020

**Date Closed**

Until filled

**Important Information**

This is a Time Limited position. Time-Limited employees serve for six months throughout the grant period.

**Position Type**

Time-Limited (Appointed) and terminates automatically as the grant budget ends.

This is “At Will” position.

Bhutanese Community in Utah is an Equal Employment Opportunity Employer (EEO).