

Part-time Administrative Support Position - list of potential responsibilities

Entry and maintenance of vendor profiles in Munis.

Vendor follow-ups concerning:

- Payment and Performance Bonds
- Validation of Payment and Performance Bond Status
- Receipt of initial certificate of insurance
- Follow-up with Risk Management concerning Certificate of Insurance limits, coverage, etc..
- Follow-up concerning expiring or expired certificate of insurance documents
- Other miscellaneous vendor questions.

Invoice Receipt and Processing:

- Departmental Invoices
- Building Committee Invoice Processing:
 - Fairfield Ludlowe High School Building Committee
 - H. Smith Richardson Building Committee
 - Holland Hill School Building Committee
 - Mill Hill School Building Committee
 - Roger Sherman School Building Committee
 - Special Projects Standing Building Committee

Mailroom Services:

- Processing weekly invoice for US mail
- Tracking postage
- Recording and processing departmental postage fee chargebacks
- Other – ex. Follow-up with mail courier / mail handler concerning any mailing related issue (missed pick-up, etc...)

Copiers:

- Check and maintain inventory count on copier paper, toner, staples, etc....
- Order supplies
- Call-in copier service requests
- Follow-up with copier company concerning any open service calls
- Perform monthly meter reads on the copiers
- Report monthly meter read information to the copier company.
- Track and maintain copier lease information
- Contact lease company when necessary (return of equipment, coordination of return)

Filing:

- Bid & Project Files
- Building Committee Records
- Vendor Catalogs / Product Information

Office Supplies:

- Ordering & maintaining office Supplies for the department

Continued on other side

Freedom of Information Requests

- Recording & responding to FOI request.
- Research of request: locate and pull records, copy or scan records, etc...

Budget Reports

- Compiling and maintaining Departmental budget information (Quarterly and Annual Reports)
- Compiling and maintaining Building Committee budget information (Monthly Reports)
 - Fairfield Ludlowe High School Building Committee
 - H. Smith Richardson Building Committee
 - Holland Hill School Building Committee
 - Mill Hill School Building Committee
 - Roger Sherman School Building Committee
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Purchase Requisition Entry in Munis

- Entry of departmental purchase requisitions
- Entry of Building Committee requisitions.

Audit assistance:

- Locating and gathering records for Town Auditors and State Auditors

Assist with obtaining price quote for low dollar products and services

Record retention:

- Tracking and the management of the Purchasing Department records in the basement storage area.

Other:

- Responding to vendors requesting information on how to do business with the Town
- Greeting visitors and assisting them with general information
- Answering the telephone and assisting the callers
- Helping to establish (and maintain) a vendor list by Product/Service, etc...
- Tracking and maintaining a list of current vendor award for product / Services
- Tracking and maintaining list of vendor award renewals for Products/Service
- Locating copies of the public notices of projects that are advertised by the Department
- Creating fiscal year folders (in date order) of all of the public notices of projects that are advertised by the Department.
- Placing copies of the public notices that are advertised by the Department in the appropriate project and or Building Committee folders.