



Administrative Assistant

Provides general office support for a variety of clerical activities and tasks including answering incoming calls, organizing office communication and activities and supplies.

Reports to: Executive Director, Associate Director

Essential duties and responsibilities

- Answer telephones and direct the caller to appropriate person: takes and retrieves messages
- Provide callers with information such as company address, directions to company, fax numbers, company website and other related information
- Greets and directs visitors to the company; maintain a professional image
- Coordinate the repairs and maintenance of office equipment, including copier, fax machines, computers, printers, etc.
- Type correspondence and reports; edit and update various spreadsheets
- Maintain confidential records and files
- Perform other related duties as required

Qualifications and requirements

- High School diploma, Associates and higher preferred.
- Excellent time management and multitasking skills
- Computer literacy; Proficiency in Microsoft Word, Excel, Outlook, data entry
- Ability to enter data efficiently, timely and correctly in order to meet deadlines
- Good planning and organizational skills
- Well-developed verbal, listening, and written communications skills
- Ability to work independently or as a team player
- Attention to detail and a high level of accuracy and confidentiality
- Ability to maintain a professional appearance and manner
- Ability to contend with a wide variety of people on various issues
- Ability to work in a busy office with constant interruptions
- 3-5 years previous experience in an office environment
- Knowledge of general bookkeeping, accounting and/or Human Resources skills may be required

This position is offered as a Part-time, 42 weeks per year, 20 hours per week.