



Reach For Your Potential

JOB TITLE: Administrative Assistant
DIVISION: Office Staff
REPORTS TO: HR Program Director

REVISION NO.: 9
REVISION DATE: 1/2/2019

POSITION SUMMARY:

The Administrative Assistant is one of the most public faces at Reach For Your Potential. Employees, consumers, parents, guardians, vocational providers, and other community agencies all rely on the Administrative Assistant to help in relaying information to the necessary person. This position is also responsible for assisting with staff check-ins as needed.

ESSENTIAL JOB FUNCTIONS:

- Perform weekday check-ins as needed.
- Answer telephone, transfer voicemail messages, and take messages for office staff.
- Greet walk-ins and direct them to office staff or provide other information as requested.
- Type and format computer documents as needed for all office staff.
- Sort, date, and distribute incoming mail.
- Process incoming and outgoing mail.
- Collect requests and order office supplies.
- Supervise, evaluate and provide needed support for Office Assistants.
- Vacuum and clean the office area as needed.
- Make reminder calls to staff regarding upcoming meetings.
- Create sign-in sheets for meetings (to be kept at the front desk).
- Run errands and copy documents for office staff, as requested.
- Be on time and work scheduled days.
- Other duties as assigned.

JOB REQUIREMENTS:

EDUCATION/ EXPERIENCE:

Associate's Degree from an accredited college or university and one year of post-degree experience in the delivery, planning, coordination, or administration of clerical services, or

High school degree (or its equivalent) and three years of post-degree experience in the delivery, planning, coordination, or administration of clerical services or

A combination of required education or experience which totals three years. At least one year must be experience as outlined above.



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SKILLS:

Must be able to read, write, and communicate effectively with members and staff. Completing work in a timely manner is necessary. Attention to detail and dependability are essential for this position. Patience in working with adults with disabilities is necessary. A driving record that qualifies you to drive agency vehicles is preferred, but not required; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred. Needs to have a caring attitude and be supportive and encouraging to members.

SUPERVISORY RESPONSIBILITIES:

Supervise the Office Assistants.

EQUIPMENT TO BE USED:

The Administrative Assistant must be able to effectively operate computer and other office machines such as computer, fax, copy machine, calculator, and multi-line telephone system.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending, and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, copy machines, calculators, telephones, and other office equipment.

WORKING CONDITIONS:

Occasionally called upon to work overtime or odd schedules. Typically works in an office setting, although may be called upon to work at a residential location.

Employee Signature

Date

Employee Printed Name