

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT (TEMPORARY 10-12 weeks)

Educational Requirements

1. Must have a high school diploma or equivalency

Experience Requirements

1. Must have a valid driver's license

Ability/Skill Requirements

1. Active listening
2. Personable phone presence
3. Social perceptiveness
4. Organizational skills/Juggling multiple priorities
5. Time management/prioritization
6. Teamwork
7. Judgment and decision-making
8. Interaction with computers including proficiency in the following applications
 - a. Microsoft Office (Word, Excel, PowerPoint, Access)
 - b. Data entry
 - c. Email correspondence

Administrative:

- Answer phones, greet callers and establish their reason for calling. Assist caller or transfer
- Open and distribute mail
- Run check deposit
- Run credit cards deposit processing
- Correspondence and mailings as necessary
- Editing and proofing
- Run errands
- Work with the Director of Operations and other office staff on special projects as they arise