

HOURS: Monday - Friday 8:00 am - 5:00 pm

SALARY: \$30,638.40/Annually

FULL-TIME BENEFITS: Vacation, Sick leave, Holiday, Mileage-44 cents/mile, paid training, United Health Insurance, MetLife Dental/Basic Life Insurance/Supplemental, Avesis Vision, Colonial

PRIMARY FUNCTION:

Under the general supervision of the Executive Secretary, this person will assist in various office capacities such as data input, filing, copying, making binders and labels, and other duties commensurate with abilities. This full-time position is available Monday through Friday.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Assist with inputting data into various Excel spreadsheets as needed, database entry skills,
2. Assist with answering and messaging multi-line phone system

3. Typing, filing, copying and compiling information pertinent to assigned tasks

4. File paid checks, timesheets, personnel files and purchase requests alphabetically and/or chronologically

5. Make copies as necessary for various departments

6. Assist with obtaining supervisor signatures where needed

7. Keep expense copies in a binder by month and category

8. File deposit receipts or contract information in appropriate binders

9. Make new contract binder or other labels in Word

10. Organize and label boxed files and new year files

11. Attend meetings/trainings as may be required

12. Sorts and distributes packets of information or materials

13. Maintain professional relationship with other entities (professional and public)

14. Other clerical related duties as assigned

QUALIFICATIONS:

Have a High School diploma or GED. Three (3) to five (5) years experience in the secretarial field, thorough knowledge of clerical procedures, e.g. setting up letters, inter-office memos, chronological filing, telephone skills, strong typing skills, literate with computers (Microsoft Office: Excel, Word, Publisher, etc.), office machinery. Ability to maintain confidentiality of clients, agency matters and records. Ability to file accurately. Must be detail oriented. Must have ability to communicate effectively with administrative staff and supervisors. Bilingual (English/Spanish preferred.) Able to work effectively in a fast-paced environment and office structure.