

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$20.00 hourly
Employment status: Contract / Temporary to Hire

Description

We are seeking an outgoing, detail-oriented team player to provide general administrative support to office staff on a full-time basis. This includes answering phones, distributing mail, maintaining the membership database, managing the Programs staff calendar of key activities/deadlines, expense documentation for Federal/State/private grant agreements, manage records and service requirements of vehicle fleet as well as other general office tasks as needed.

General office support including distributing mail daily to the appropriate staff/department, maintaining sufficient stock of and ordering office supplies per guidelines, answering phone calls and performing other tasks as requested.

Provide administrative support to the Programs team including managing a calendar of key programs-related deadlines, appointment, meetings, staff vacations, and contractual obligations. Manage and process documentation for reimbursements requests, grant agreement expenses/billing memos, staff credit card requests/issuance, etc. in a timely manner and with proper documentation. Maintain detailed vehicle service records and organize maintenance and repair receipts for company vehicles. Update maintenance records monthly, compare to factory service recommendations and alert management when company vehicles require service per factory standards.

Maintenance of the membership database including updating member records as necessary to ensure we maintain a high level data quality.

Maintaining a positive relationship with the members by answering phone calls, emails and written correspondence in a professional and timely manner and ensuring questions or concerns the Administrative Assistant is unable to answer are routed to the appropriate person for resolution.

Requirements

Desired background and attributes

- Minimum of an associate's degree and two years' experience in an office environment, preferably in the non-profit sector.
- Team player with a positive, friendly demeanor.
- Ability to use interpersonal skills, including effective listening, diplomacy and tact, to interact positively and professionally with constituents.
- Must be detail-oriented and possess strong organization skills with the ability to multi-task in a dynamic environment.
- Proficiency with software programs including Microsoft Office suite (Word, Excel, and Outlook).
- Familiarity with constituent relationship management (CRM) database systems highly desired.
- Become familiar with and remain conversant in the organization's programs and activities, and with the culture of its membership.

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