

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT/OFFICE CLERK



WORK HOURS: Monday/Wednesday/Friday, 8:00 a.m. to 5:00 p.m. *(This position is a non-exempt, hourly position. DAYS & HOURS SUBJECT TO CHANGE)*

QUALIFICATIONS:

1. Must be at least 18 years old.
2. Education – Associate or higher degree desired. High School graduate or equivalent required.
3. Experience – One to two years of related experience desired.
4. Must be computer proficient and be able to create/manage documents using Microsoft Office suite (*Word, Excel and PowerPoint*).
5. Effectively communicate with staff, program participants, leadership and those in the community.
6. Possess excellent time management skills, be task oriented, organized and able to multi-task.
7. Must possess proficient correspondence and report writing skills.
8. Must pass a skills assessment test (*administered during interview process*)
9. Must pass Live Scan and background clearance.
10. Possess a valid California Driver’s License (CDL) and excellent driving record.
11. Have use of a safe automobile for the purpose of running errands for the business.
12. Be physically able to lift up to 50 pounds.

JOB SUMMARY:

The Administrative Assistant/Office Clerk performs various clerical and administrative duties for the company business office. The Administrative Assistant/Office Clerk also compiles and maintains records of business transactions and office activities.

GENERAL DUTIES:

1. Assist in all general administration areas such as document filing, Pay Clock timeclock corrections, etc.
2. Assist in prep for all training and meetings, including New Employee Onboarding (NEO) orientation by setting up related documentation packages.
3. Opens and routes incoming mail and prepares outgoing mail.
4. Expected to run errands as necessary for both the program and CEO.
5. Assists with periodic privately-owned vehicle (POV) inspections.
6. Ensures confidentiality and controls access to sensitive information such as staff personnel files.
7. Serves as an internal resource to administrators or staff on departmental and company procedures.
8. Performs admin duties associated with scheduling, planning and conducting company events.
9. Creates typed documents, prepares and sends out receipts, bills, invoices, statements, and checks.
10. Copies data and compiles records and reports.
11. Monitors, maintains and validates the data in personnel or other documentation retention binders.
12. Operates office machines such as computers, printers, scanners, copiers, and fax machines.
13. Performs data entry, tracks and maintains the company chronological financial transaction history.

SKILLS:

- Excellent written and verbal communication
- Service orientation
- Administration
- Clerical
- Active listening
- Time management

NOTES:

- This position reports to and works directly for the CEO/President and the Office Manager/HR Administrator
- Management retains the discretion to add or change the duties of this position at any time.

By signing this job description form, I am acknowledging that I have read it, understand it, will comply with it and have received a copy of it.

Printed Name

Signature

Date