



"Helping individuals with disabilities be active in the community"

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Job Description

Administrative Assistant

GENERAL STATEMENT OF DUTIES: Performs administrative and office support activities. Duties include fielding telephone calls, receiving and directing visitors, word processing, scheduling Metro Access transportation, filling, and faxing. Good software skills are required, as well as internet research abilities and strong communication skills, and does related work as required.

EXAMPLE OF WORK:

- Provides clerical/administrative support, including the composition and preparation of routine correspondence and presentations using computer software applications.
- Provide coverage for front desk reception area. Answering phones, greeting guest, maintaining cleanliness of reception area at all times.
- Phone reception for executive and administrative departments. .
- Filing
- Create consumer's notebooks and create staff notebooks.
- Order supplies & be contact person for staples.
- Replenish & update forms & paperwork.
- Maintain calendars.
- Prepares and coordinate mail, faxes, and packages.
- Prepares and maintains telephone directory and other company information.
- Performs photocopying and other production services.
- Track and Distribute supplies

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Demonstrates strong typing & computer skills. Proven success in the following competencies: MS Office Suite, Communication and Presentation , Strong organizational habits, Customer Focus and Relationship Building, Information and Technology Proficiency, Leadership, Problem Solving and Decision Making Some knowledge of mental and physical disabilities; Ability to communicate effectively, establish rapport, and maintain effective working relationships with individuals, therapists, and community agencies; **Possession of valid motor vehicle operator's license and clean background record and driving record. Business Professional Dress Attire is required.**

ACCEPTABLE EXPERIENCE AND TRAINING: Typing Speed of 45 wpm+; Proficiency in MS Office Suite; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.