

CARE House of Oakland County

Job Description

Position: Administrative Assistant

Department: Administration

Supervisor: Executive Director

Responsibilities:

1. Serve as receptionist screening visitors and insuring security for main entrance.
2. Provide clerical/data entry support to Executive Director to include Raisers Edge and related correspondence.
3. Order, transport, and maintain inventory of building and food supplies.
4. Assist CARE House staff with general questions on Microsoft Word and Excel.
5. Handle projects for staff that can be accomplished at reception desk.
6. Issue gas cards and petty cash and ensure supporting documentation.
7. Inspect building daily for maintenance issues and log for janitorial staff to handle or refer issue to Director of Human Resources or Executive Director to approve calling appropriate service company.
8. Process daily incoming and outgoing mail.
9. Maintain conference rooms and schedule for use.
10. Perform all other duties as assigned.

Education Required:

Associate degree in office administration.

Experience Required:

Minimum of three years of experience in a secretarial/administrative position maintaining a customer type database with significant skill level using Microsoft Word, Excel, and Outlook.

Physical Abilities:

Must be able to lift 25 pounds to transport office supplies. Must be able to use the keyboard to perform data entry.

Travel:

Incumbent will be responsible for transporting office supplies and will attend a minimal number of special events.

Other Requirements:

Must have a valid driver's license, reliable transportation, and proof of automobile insurance.

Date prepared: October 9, 2018