



### **Administrative Assistant**

**Overview:** Administrative Assistant ensures the day-to-day functions in the office are maintained and supports the administrative team across the agency.

#### **Job Responsibilities:**

- Reception and greeting of clients and visitors
- Provide customer service and direct calls as needed to appropriate staff members
- Serve as primary contact for tracking contract terms, performance and interfacing with agency service providers such as HVAC service company, cleaning company, security, etc.
- Operation of and daily maintenance of office equipment
- Maintain centralized calendar for staff scheduling, agency meetings/events, and holidays
- Prepare documents and meeting materials as needed by Executive Director
- Provide general clerical and office support to administrative staff
- Handle and distribute incoming mail including tracking of monetary contributions
- Prepare acknowledgements of regular contributions and grant awards
- Maintain donor database and prepare reports
- Receive, purchase and manage office supplies
- Handle routine housekeeping functions as delegated, including securing office and contents
- Assist on special projects

#### **Qualifications:**

- 1 - 3 years relevant work experience in administrative assistant, secretarial or similar role
- Strong computer skills, proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) & Adobe Acrobat
- High level written and verbal communication skills
- Organizational, problem solving and interpersonal skills required
- Proven ability to handle confidential information with discretion
- Familiarity with eTapestry (Blackbaud) database systems preferred, not required
- Some evenings required

If interested, please email your resume to Barbara at [BarbaraR@jfcsonline.org](mailto:BarbaraR@jfcsonline.org)