ADMINISTRATIVE ASSISTANT

PURPOSE: This position provides a variety of administrative and facilities duties and serves as the first point of contact with clients and other visitors to the Dorothy O’Brien Center.

POSITION TYPE: 1 FTE, Hourly, Non-Exempt

REPORTS TO: Executive Director

JOB DUTIES & EXPECTED RESULTS:

Administrative Responsibilities
Provides agency administrative support by:

- Answering phones & routing calls to appropriate staff
- Addresses inquiries from the public regarding services, events, registration & donations
- Processing & coordinating mail flow in & out of the office in compliance with established standards for mail handling
- Assists employers by performing secretarial and administrative tasks
- Handles high volume of detailed work
- Maintains business records and files
- Provides professional donor/client customer services at the highest level
- Prepares letters, memos, invoices, manuscripts, and other business documents as directed, using designated software
- Organizes employer's appointment schedule. Arranges meetings as requested
- Maintains agency-wide room use calendar in Outlook

Facilities Responsibilities

- Opens office Monday-Friday 9am
- Maintain adequate inventory of office supplies
- Assist with performing regularly scheduled inspection of building and grounds
- Coordinate scheduling building repairs and maintenance as needed
- Coordinate inspections for HVAC system, fire alarm and elevator

Qualifications

- AA degree from an accredited college
- 2 years experience in an administrative support position
- Proficiency with Microsoft Outlook and Office Suite
- Strong time-management and organizational skills that reflect ability to perform & prioritize multiple tasks seamlessly
- Effective communication and listening skills, and excellent telephone etiquette
- Demonstrated ability to be flexible, methodical, proactive, and detail oriented
- Follows through on tasks to successful completion
- High energy self-starter willing to new learn new things and grow with the company as needed
- Commitment to the Cancer Lifeline’s mission and values

TO APPLY:

Send Resume or CV to jyurgevich@cancerlifeline.org