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 preferred
• 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 cover letter and resume to Joseph Yurgevich, Executive Director at jyurgevich@cancerlifeline.org

Position Available: January 2, 2023

Hours: Between 8:30am-5pm Monday-Friday (Rare evening/weekend needed)

Work location: 6522 Fremont Ave North; Allows for 1 day/week remote work

Compensation: DOE; Fully paid dental & medical insurance, plus generous vacation, sick leave and holiday leave

Reports to: Executive Director