

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Administrative Services Administrative Assistant Temp

**POSITION SUMMARY:** Provides excellent customer services to clients, potential clients and staff as well as administrative support to agency staff and customers.

### **POSITION OVERVIEW:**

1. Employment Type: Temp
2. Salary:
3. Location: Old Warm Spring Office
4. Job Category: Administrative
5. Reports to: Administrative Services Manager

### **PRIMARY RESPONSIBILITIES:**

1. Provides excellent customer service to all clients, staff and contact of the agency.
2. Answer incoming calls, provides accurate information and direct calls as needed.
3. Provides support to Administrative Services & Enrollment Department, calling families on waiting list for open enrollment events.
4. Provides and clarifies information needed to enroll in Kidango program
5. Data entry and update EARL to maintain an accurate waiting list
6. Greets walk-in visitors in friendly, conversational manner, gives appropriate materials and provides accurate information.
7. Work as a team to complete clerical work orders from agency staff.
8. Operates and maintains office equipment in a safe manner and calls for services as needed.
9. Responds to e-mails from clients, potential clients, staff.
10. Set-up maintains, produces reports and provides accurate information on program waiting list
11. Open and distribute incoming mail and correspondence via US mail and agency interoffice/center location mail, process deliveries (Fed-EX, Clean Source, UPS...)

### **POSITION QUALIFICATIONS/REQUIREMENTS:**

1. Minimum of AA degree or equivalent two years clerical office support
2. Previous experience in data entry
3. Able to proof read and spell accurately
4. Able to organize and maintain records
5. Proficient in Microsoft Office, specifically Word, Excel, Power Point, Outlook and Internet
6. Ability to work effectively and efficiently use a positive approach with a diversity of people
7. Able to maintain confidentiality
8. Able to be flexible to work schedule
9. Bilingual in English and Spanish

### **COMPANY WIDE JOB REQUIREMENTS:**

1. Must pass a health screening and TB test
2. Must pass background fingerprint clearance
3. Valid Driver License
4. Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

1. This is largely a sedentary role; however the need for some walking and standing will be required
2. The ability to lift up to 20lbs may be needed during some job duties
3. The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/careers/opportunities.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.