

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

Front Office Administrative Assistant

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

POSITION OVERVIEW:

- Employment Type: Full Time/ Non-Exempt
- Salary:
- Location: Old Warm Spring Office
- Job Category: Administrative
- Reports to: Front Office Manager
- Supervises: Volunteers

PRIMARY RESPONSIBILITIES:

- Work as a team to complete clerical work orders.
- Answer incoming calls, provides accurate information and direct calls as needed.
- Greet walk-in clients, gives appropriate materials and provides accurate information.
- Process deliveries (Fed-EX, Clean Source, UPS...)
- Operates and maintains office equipment in a safe manner and calls for services as needed.
- Orders office supplies for agency.
- Maintain and update agency Weekly Enrollment Update
- Create and prepare timely agendas and packets of Board meeting/committee packets in consultation with the Executive Director and the Chairs of the Committees and take minutes for monthly Board meeting
- Manage Executive Director's expense reports.
- Provide effective coordination of the Executive Director's calendar to assist with time management.
- Create agenda template for extended Department Directors meeting and take minutes.
- Create and edit written documents and other materials in consultation with the Executive Director and the Department Director Team.
- Data entry and update EARL waiting list
- Set-up maintains, produces reports and provides accurate information on program waiting list
- Open and distribute incoming mail and correspondence via US mail and agency interoffice/center location mail

POSITION QUALIFICATIONS/REQUIREMENTS:

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

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance

- Valid Driver License
- 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.

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

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school 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.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

FACILITY/MAITENANCE WIDE PHYSICAL DEMANDS:

Job duties will be performed in both an office environment as well as outside 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

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

NUTRITION WIDE PHYSICAL DEMANDS:

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

***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 <https://www.kidango.org/careers/>

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.