Executive Administrative Assistant

Credentials and Experience

This position requires a High School Diploma and/or GED Equivalent. At least five years experience in general clerical and receptionist based work. At least three years experience in office management and administrative support to various departments within a single agency. Must be able to work with diverse populations with various socio-economic backgrounds. Basic reading, writing, and communication computer skills are needed.

Functions of the Job

The Executive Administrative Assistant contributes to the efficient day-to-day operations of PCCCF, and supports the work of the Executive Team and the Board of Directors.

Administrative Assistant should also:
1. Reply to general information requests with accurate information.
2. Greet visitors to the organization in a professional and friendly manner
3. Prepare reports, memos, letters, and other documents.
4. Overseeing policies and procedures compliance to meet Council on Accreditation Standards.
5. Answer phones and route calls to the correct person or taking messages.
6. File, scan to network, and retrieve records, documents, and reports related to Executive Team functions
7. Research data to prepare documents for review and presentation by Executive Team
8. Help prepare for meetings.
9. Accurately record minutes from meetings
10. Using various software, including word processing, spreadsheets, databases, and presentation software.
11. Read and analyze incoming memos, submissions, and distribute them as needed.
12. Make travel arrangements for Executive Team
13. Opening, sorting and distributing incoming faxes, emails, and other correspondence.
14. Provide general administrative support.
15. Perform other duties, as assigned.

Expected Results

1. Ensure all telephone inquiries and clients are greeted in a professional and courteous manner.
2. Ensure that all clients receive an appropriate answer and/or referral to any needs they may have.
3. Ensure accuracy of data entry and upkeep of agency’s records.
4. Ensure that all appointments are scheduled with the appropriate staff in a reasonable time frame.

Please forward cover letter and resume to Dawn Barras, LPC at dbarras@pcccf.org