



ProJeCt of Easton Inc., a \$4M, financially sound non-profit agency, is seeking an Administrative Assistant for our 320 Ferry Street location. The Administrative Assistant will provide support services to the agency staff in the areas of reception, supplies, mail and general administration as directed by the Director of Administration. Interested individuals are encouraged to email a cover letter, resume', and references to [bsebold@projecteaston.org](mailto:bsebold@projecteaston.org).

## **RESPONSIBILITIES**

- Provide general office support with a variety of clerical activities and related tasks
- Maintain the appearance and cleanliness of main office (e.g. kitchen, conference room and front office) in a neat and professional manner
- Oversee general property management under the direction of the Director of Administration
- Maintain a schedule and complete duties as directed by the Director of Administration.
- Maintain confidentiality as required
- Perform reception duties, including but not limited to: opening ProJeCt's administrative office in the morning, controlling access to ProJeCt's administrative building and premises, greeting and directing visitors to appropriate ProJeCt locations, and answering calls to ProJeCt's main line
- Maintain annual committee schedules and agency holiday schedule

## **DUTIES**

- Answer phones, direct calls accordingly, and forward messages promptly and responsibly
- Review and correctly distribute any faxes that come in to ProJeCt's fax number
- Greet clients in a polite and friendly manner, and direct them to the appropriate staff member or Department
- Manage all staff list, with up-to-date contact information, birthdays, phone numbers, and email addresses
- Procurement: Manage all expense vouchers, order supplies, manage receipt of such supplies, as well as correspond with appropriate managers regarding order price variations.
- Create expense vouchers as requested

- Maintain inventory of all office supplies and handle replenishment of Admin supplies
- Maintain Administrative non-personnel files, including chronological ("chron") correspondence, meeting minutes/records, and board membership files
- Reach out to appropriate managers to get information for and compile board packets for monthly board meetings as well as provide meeting set up.
- Oversee timely announcements of meetings, minutes as requested and mailings to the Board.
- Receive and sort mail for distribution to appropriate staff in a timely manner
- Process received pledges, donations, and grants in Cash Receipt Journals in a timely fashion and in coordination with the Director of Finance
- Update donor database contact details (names, phone numbers, addresses, etc.) as requested.
- Manage all equipment maintenance, as directed by the Operations Manager (i.e.: copier, printers, & postage machine)
- Generate appropriate thank you letters within three business days of receipt of revenue
- Complete any correspondence as directed and file as necessary
- Perform other clerical duties as requested by the Director of Administration

## **QUALIFICATIONS**

- Excellent written and verbal communications skills
- Professional, courteous, and helpful
- Ability to draft grammatically correct emails and letters
- Relevant experience with knowledge of basic office procedures
- Organized, proactive self-starter, capable of functioning independently toward task completion
- Ability to relate well with clients, staff, volunteers, agencies, and the community at large
- Excellent computer skills: Microsoft Office, Excel, Adobe as well as other software as needed to complete duties
- Ability to complete work assignments by deadline
- Light bookkeeping experience a plus, but not required

## **ESSENTIAL FUNCTIONS:**

### **Communication:**

- Frequent interactions with a wide variety of people: staff and clients in a tactful, congenial and professional manner

- Talking, listening and/or signaling people to convey or exchange information
- Conveying direction to others accurately, loudly, and/or quickly
- Interpersonal Skills/Behaviors - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them

**Hearing:**

- Ability to adequately hear conversation in a variety of ambient noise levels

- **Vision:**

- Regularly uses visual perception to prepare and analyze data and figures; transcribing data; viewing a computer terminal; reading; and to make general observations of facilities or structures

**Mental Functions:**

- Frequently performs basic mathematical computation
- Gathering, collating, and/or classifying data
- Reporting and/or carrying out a prescribed action in relation to an evaluation
- Prioritizing multiple responsibilities and/or accomplishing them simultaneously

**Physical Activity:**

- Occasionally moves about the office including opening/closing and locking/unlocking doors, and opening/closing file cabinets
- Regularly remains in a stationary position for several hours at a time
- Regularly ascends/descends flights of stairs.
- Occasionally grasps, lifts, and transports items (supplies). Exerts up to 50lbs of force occasionally, and/or up to 20lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects to a height of 2-4 feet

**Office Equipment:**

- Frequent operation of a computer which includes the ability to access, input, and retrieve information and utilize a computer printer
- Regular operation of a telephone, copy machine, fax machine, and postage machine

**HOURS:** 37.5 hours per week, 52 weeks per year, 1950 annual hours

**INTRODUCTORY PERIOD:** 3 months

**SUPERVISOR:** Director of Administration

ProJeCt of Easton is an Equal Opportunity Employer.