



Job Description Administrative Assistant

NATURE of WORK: Under the supervision of the Executive Director, this position is part of a team that promotes an overall positive customer service experience for older adults, caregivers and professionals seeking resources and supports.

Duties and Responsibilities:

- Support a welcoming, respectful and professional environment by offering a positive first point of contact.
- Answer incoming telephone calls and direct calls as appropriate.
- Answer emails and respond, redirect or resolve as necessary.
- Support agency staff and leadership functions through providing administrative support such as written correspondence and other duties.
- Prepare packets for SEMAAA's Board of Director's meetings.
- Take, transcribe and distribute meeting minutes as requested.
- Receive and file invoices/maintain agency files/assist with record retention.
- Maintain inventory of supplies/coordinate purchasing of office supplies.
- Assist with maintaining the Agency website.
- Process incoming and outgoing mail.
- Maintain calendar of activities for office/conference room.
- Maintain equipment inventory/schedule preventative maintenance.
- Enter data and serve as agency lead for data management software.

MINIMUM QUALIFICATIONS: Education and Experience

Associates degree from an accredited program in business/administrative support services or related field AND two (2) years of full-time employment experience.

OR

A high school diploma AND five (5) years of full-time employment experience.

ADDITIONAL INFORMATION: Knowledge, Skills and Abilities:

Knowledge of office practices and procedures; the use of standard office equipment; data entry operations; applications and software including all Microsoft Office programs; provide excellent customer services; detail-oriented/self-directed and well-organized; skilled in oral and written communication, positive work style with colleagues and community organizations and ability to follow directions.

PHYSICAL and ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

In consideration of the overall amount of physical effort required to perform this position, the work is best described as *Sedentary Work*: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Continuous demands: sitting, fine dexterity

Frequent demands: standing, walking

Occasional demands: crouching, bending, reaching, carrying; kneeling

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing and touch.

Environmental conditions that may exist in the performance of the essential functions of this job include NONE - not substantially exposed to environmental conditions.

Applications will be accepted until the position is filled with priority consideration to applications submitted by June 30,2021