



Administrative Assistant Position Announcement

Position: Administrative Assistant

Status: Part-Time - .75 Non-benefited position

Schedule: M-F, 8a–2:30p (6 hours per day with flexibility)

Closing date: Open until filled

Position Summary: Under the supervision of the Executive Director, this part-time position helps promote an overall positive customer service experience for older adults, caregivers and professionals seeking assistance.

Summary of Essential Duties:

- Welcome and direct internal and external individuals in a welcoming manner.
- Answer incoming telephone calls and direct calls as appropriate.
- Answer emails and respond, redirect or resolve as necessary.
- Serve as the agency contacts for computers, printers, copiers, and other IT needs.
- Support agency and leadership functions through providing administrative support.
- Prepare Board packets for SEMAAA's Board of Director's/Advisory meetings.
- Take, transcribe and distribute meeting minutes as requested.
- Receive and file invoices/maintain agency files. Scan/copy as needed.
- Maintain inventory of supplies/coordinate purchasing of office supplies and vendors.
- Assist with maintaining the agency website and produce and distribute newsletter.
- Maintain equipment inventory/schedule preventative maintenance.
- Process incoming and outgoing mail and maintain the postal meter.
- Enter data as directed using the PeerPlace data management software.
- Other duties as appropriate.

Education & Experience Requirement:

A combination of college and work experience that would demonstrate an ability to perform administrative tasks. Education and work experience in home and community-based services or related fields desirable. Skilled in oral and written communication, working with people, community organizations and analysis are essential. Knowledge of office equipment. Must offer excellent customer service in a professional manner. Knowledge of Microsoft Office products and data management software is helpful.

Submit cover letter & resume to Laurie Brownell, SEMAAA Exec. Dir.,
laurie@semaaa.org

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