



Office Assistant Job Description

Summary

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines in St. Monica's business office. This will include answering phones and other administrative tasks as assigned by the HR Manager. This position helps to extend the resources in the business office to better assist and direct the needs of our community members and guests.

Essential Duties and Responsibilities

- Works directly with the HR Manager
- Serves as a receptionist at the front desk by answering phones, greeting visitors, sorting mail, etc.
- Takes telephonic messages and distributes them to the appropriate person
- Assists the HR Manager with scheduling interviews and performing background checks
- Maintains and orders office supplies as needed
- Photocopies and/or prints documents as requested
- Data entry as assigned
- Files and assists in maintaining employee records as needed
- Coordinates all volunteers of St. Monica's and maintains the schedule of the front desk receptionist area
- All other duties as assigned

Requirements

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Have outstanding organization skills and detail oriented
- Be courteous and personable when dealing with the public, community members and employees
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of St. Monica's volunteers, community members and employees
- Proficient computer skills in Microsoft Office and Outlook programs
- Have knowledge of administrative procedures
- Have working experience of office management systems

Office Assistant Education and Qualifications

To work as an office assistant, a person needs the following education and qualifications:

- High school diploma or equivalent
- Minimum 1 year of relevant work experience in an office setting

Time Commitment

Part-time, 20 hours per week

February 27, 2020