PART-TIME ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

**Summary:**

Work to provide comprehensive support of a multi-faceted nonprofit organization

with a strong attention to detail and support of the Community Health Worker Program.

**Essential Job Duties:**

* Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Act as the point of contact for internal and external clients

**Preferred Education and Experience:**

* Proven experience as an Administrative Assistant, [Virtual Assistant](https://resources.workable.com/virtual-assistant-job-description) or Office Admin Assistant
* Knowledge of office management systems and procedures
* Working knowledge of office equipment, like printers and fax machines
* Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
* Excellent time management skills and the ability to prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational skills with the ability to multi-task
* High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

**Additional Pre-Employment Requirements:**

Valid Driver’s License

Proof of Eligibility to Work in the United States

Basic computer literacy skills

Demonstration of proficiency in verbal and written communication in

English

**All candidates for hire must complete a driving record and criminal background evaluation.**