



Helping Courageous Moms Lift Their Children Out of Homelessness

Position Description

Title: Administrative Assistant
Reports to: Executive Assistant

SUMMARY:

Brookview seeks an experienced Administrative Assistant to manage our front office. The qualified candidate must have strong communication skills, a deep understanding of office technology and the ability to work successfully with a variety of individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and greet agency visitors.
- Carries out administrative duties such as filing, sending emails, copying, scanning, and receiving and sorting of agency mail.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, and maintaining equipment inventories
- Provides information by answering questions and requests.
- Assist in preparing invoices
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

SKILLS AND QUALIFICATIONS:

- Reporting Skills
- Administrative Writing Skills
- Proficient in Microsoft Office
- Excellent time management, organization, and attention to detail
- Professionalism
- Problem Solving
- Inventory Control
- Verbal Communication
- High School diploma or education equivalent required
- 2+ years of Administrative Assistance experience
- Valid driver's license and current automobile insurance

2/17/2021