

Community Action of Minneapolis

505 E. Grant Street, Suite #100

Minneapolis, MN 55404

Fax: 612/348-9384

Or email: JOBS@campls.org

Visit us online www.campls.org

JOB VACANCY NOTICE

POSITION: Senior Administrative Assistant
LOCATION: 2104 Park Ave So., Minneapolis, MN
SALARY: Min \$12.55 per hour
STATUS: Union, Full-time, Benefit eligible
CLOSE DATE: Open until Filled

POSITION SUMMARY:

The successful candidate will provide organizational, clerical/secretarial and administrative support to the Director Children & Family Development, Senior Management staff and other work units of CA MPLS as directed. This is a highly visible position requiring exceptional communication and organizational skills as well as the ability to multi-task with both internal and external audiences.

POSITION RESPONSIBILITIES: (NOT ALL INCLUSIVE)

1. Reception

- Answers phones, takes messages, directs calls, use of voice mail technology.
- Provides information and assistance to the general public as necessary.
- Distributes incoming mail, handles outgoing mail, prepare for courier services.
- Manage visitors sign-in/sign-out.
- Maintain orderly appearance of the foyer, reception area and photocopy room.
- Maintain orderly appearance of boardroom and meeting/training rooms.

2. Administration

- May receive and process information of a confidential nature; ensures such information is maintained in strict confidentiality.
- Effectively uses word-processing, database, spreadsheet software application programs in the course of assigned duties.
- Prepares a variety of material such as interoffice communications, correspondence, requisitions, forms, statistics, instructional materials, and reports of a routine or special nature.
- Arranges and schedules a variety of meetings; notifying participants, confirming dates and times, reserving meeting sites, and preparing materials needed at the meetings.
- Maintains accurate and detailed calendar of events, due dates, and schedules related to the assigned work unit or program and its services to ensure proper tasks and activities occur as scheduled.
- Prepares purchase orders and check requests for materials, supplies and equipment upon approval; maintains records of purchase orders and check requests.
- Attends and participates in meetings; may take, transcribe and distribute minutes as directed.
- Establishes and maintains a variety of records, logs, and filing systems pertaining to area(s) of responsibility; prepares reports from data compiled and records kept as it relates to the assigned work unit or program.

- Develops or assists in the development of forms, worksheets and record-keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs within assigned area(s).
- Operates standard office equipment including computer, fax machine, copier, printer and other peripheral equipment.

EDUCATION REQUIREMENTS

- Must have high school degree. Post secondary training desirable. Computer training on Internet, Windows, and Microsoft Office is required.

WORK EXPERIENCE

- Four years general office management or related experience. Prefer someone with experience in working with a wide of people. Possess a wide range of computer skills.

KNOWLEDGE, SKILLS, & ABILITIES:

- Modern office principles, practices, methods, and equipment.
- Proper telephone etiquette/techniques.
- Proper business letter formats, report writing, record keeping, and filing systems.
- Strong computer skills -Word processing, database, and spreadsheet, email & internet software applications. Use agency software for tracking purposes (Visions, E-Heat, etc.)
- Proper English usage, grammar, punctuation, spelling, and vocabulary.
- Excellent time management and organizational skills. Excellent attention to details.
- Strong communication skills-communicate effectively and tactfully in both oral and written form.
- Excellent customer service skills.
- Good interpersonal skills. Ability to work independently and as a part of a team.
- Must have the ability to be empathetic to customers' needs. Ability to work with culturally diverse individuals and groups.
- Ability to follow oral and written instructions and proactively approach management and others with questions and/or seek clarification.
- Keyboard/type accurately at a corrected speed of 50 net words per minute.