

JOB DESCRIPTION

POSITION: Administrative Assistant

STATUS: Full Time

REPORTS TO: Assistant Director

JOB SUMMARY: Provides administrative and clerical support to all staff

RESPONSIBILITIES:

- Greets consumers and other visitors to the center and conducts to appropriate area or person.
- Answers incoming phone calls, routes calls to appropriate staff members, or the voice mail system.
- Maintains confidentiality in all functions of this position.
- Promptly distributes correspondence; memos, letters, faxes and forms.
- Filing, typing, copying, scanning, brailing, etc.
- Maintains the filing system for consumer files.
- Develop and maintain administrative systems to make them more efficient.
- Receive, date stamp, sort and distribute incoming mail.
- Prepares outgoing mail with proper postage and ensures pickup by mail carrier.
- Monitors postage and mailing supplies.
- Organize and schedule meetings and appointments for the conference room.
- Assists staff members with clerical tasks such as faxing, filing, copying and data entry, as needed.
- Maintains upkeep of front office area, open area, conference room, kitchen area and supply closets and cabinets.
- Maintains office supply inventory, prepares supply requisitions, and verifies receipt of supplies, including toner for copiers & printers and kitchen supplies.
- Maintains and updates mailing lists, assists in the production of labels, and provides primary support for all mailings, such as the annual Consumer Satisfaction Survey.
- Maintains inventory of center assets.
- Assists in planning functions, meetings and other activities of the center, including providing assistance for refreshments setup and cleanup.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs and maintaining equipment inventories.
- Handle multiple projects at one time.

- May assist callers/visitors who are requesting basic information about disability-related issues, a specific situation of need, and/or independent living resources and services.
- Documents work through internal database management system (WILD)
- Other duties as assigned.

QUALIFICATIONS:

- Post secondary education or equivalent combination of education and experience.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to effectively present information both orally and in writing to consumers, visitors and other employees of the organization.
- Demonstrated working knowledge of computers, including Microsoft Office, Email, Internet services, and database systems.
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Strong alphabetization skills
- Bi-Lingual - Fluent in English & Spanish – written & verbal

PAY RANGE:

- \$32,000 to \$34,000 annualized

Send cover letter and resume, by 6/21/2019, to:

Paul W. Spooner, Executive Director
 MetroWest Center for Independent Living, Inc.
 280 Irving Street, 2nd floor
 Framingham, MA 01702

or

info@mwciil.org