

POSTING FOR P/T ADMINISTRATIVE ASSISTANT

JOB TITLE

P/T Administrative Assistant (25-30 hours per week)

JOB DESCRIPTION

Responsible for general office coordination and administrative functions assigned by the Executive Assistant. Coordinate and prioritize work from multiple sources.

RESPONSIBILITIES

1. Prepare various flyers, brochures and forms in existing software. This includes layout and design using appropriate artwork from software programs such as WordPerfect, MS Office, and other programs as required.
2. Provide administrative support by preparing and distributing correspondence, reports, agendas and other documents for management staff.
3. Maintain a filing system for Hubbard House, as instructed. Maintain the forms file, correspondence file and check copies file.
4. Produce accurate and timely work as instructed.
5. Assist Executive Assistant with maintenance of office equipment, office supply purchasing, picking up donations, run errands and accompany vendors.
6. Process incoming and outgoing mail and drop at post office at the end of each day, when necessary.
7. Work closely with Executive Assistant to ensure efficient, cost-effective operation of Hubbard House, Inc.
8. Allow board members access to administrative area during all board meetings and board committee meetings. This will require a flexible work schedule so that additional work hours are not incurred.
9. Train clerical staff in office procedures and use of equipment.
10. Substitute for other members of clerical staff as needed.
11. Provide switchboard relief on a regular basis.
12. Maintain a positive, professional manner at all times.
13. Perform other responsibilities as may be assigned by the Executive Assistant.

REQUIREMENTS

1. High School Diploma or G.E.D.; some college preferred.
2. Four years administrative/computer experience required.
3. Valid driver's license and dependable transportation required.
4. Knowledge of WordPerfect, MS Office, Desktop Publishing.
5. Type 50-60 wpm using WordPerfect.
6. Composition skills for inter-office memos and outgoing correspondence.
7. Able to lift at least 25lbs.
8. Self-motivated, independent individual.
9. Prioritize workload on a daily basis due to requests from multiple individuals.

Please send resume to hubbardhouse@hubbardhouse.org or via mail at Hubbard House, Inc., Attn: Executive Assistant, P. O. Box 4909, Jacksonville, FL 32201. No phone calls please.