



## **JOB DESCRIPTION**

### **SPECIAL WORKER: OFFICE ASSISTANT**

Our office is a friendly work environment having the goal of being of service to our members and the community. We also offer benefits such as holiday, vacation, and sick pay. Starting wage is between \$13.00 to \$15.00/hr (DOE). If you are looking for a warm, close-knit workplace, this is the job for you.

#### **Overview**

Under general supervision and following standard operating procedures performs routine but varied clerical duties of moderate to intricate scope and complexity. Duties may include: filing, scanning, mail, phones, correspondence, database management, customer sales & service, newsletter & publication creation and other duties as assigned.

#### **Responsibilities**

The essential functions of this position include, but are not limited to, the following:

1. Performs moderate to complex clerical work.
2. Duties may include: filing, scanning, mail, phones, correspondence and record management.
3. Compile and assist in processing of the monthly newsletter and other publications.
4. Effectively identifies problems as they occur.
5. Take appropriate steps to solve problems in situations where the issue is not difficult or complex.
6. Seeks advice and guidance on difficult, complex or unusual problems from manager.

#### **Qualifications and Skills Required**

- 9 months of sobriety
- Previous experience in an office setting required.
- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude with the ability to work independently.
- Computer literate with strong applications skills including familiarity with Microsoft Word, Excel, Publisher and other commonly used software such as Google Suite. Access Database and Quickbooks skills would be a plus.
- Good internet skills, including use of e-mail programs and group messaging.
- Good organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and good people skills.
- Good oral and written communication skills.
- Self-starter who can work independently.
- Skill in establishing priorities and managing workload.
- Ability to follow directions.