



## **Administrative Assistant**

**JOB STATUS:** Part Time, Daylight hours, Monday – Friday, 9:00 a.m.-2:00 p.m.

**LOCATION:** Center Township, 131 Pleasant Drive 2<sup>nd</sup> floor, Aliquippa, PA 15001

**JOB DESCRIPTION:** Reporting to the Executive Administrator Assistant, the Administrative Assistant will provide clerical support in our WIN Services program by assisting the manager and staff.

### **KEY JOB RESPONSIBILITIES:**

As an **Administrative Assistant** your day might include:

- **Greeting and directing** visitors to the company. Accepting deliveries, distributing messages/faxes, and other receptionist duties as needed.
- **General office management duties** such as: photocopying, faxing, creating and editing documents, scanning, running errands, filing
- **Maintaining and updating** spreadsheets and databases; as well as, accounting for petty cash, recording departmental expenditures, and monthly billing of client services.
- **Maintaining** schedules, log daily billing hours, file and maintain organized charts, monitor authorizations, prepare monthly client progress reports
- **Maintaining** ISP and client mailing schedules, update Horizon forms, EMI information for Program Specialists, and sort client paychecks
- **Maintaining** client information including tracking and reviewing all intake packets
- **Managing** and contributing to special projects as well as preparation and execution of meetings.

A **successful candidate** will:

- **Convey a professional presence** with strong oral and written communication skills.
- **Be detail oriented and able to prioritize** while working independently as a self-starter.
- **Be a demonstrated team player** in a fast-paced environment.

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Word, Outlook, Excel, and Access
- A valid driver's license
- Able to pass background checks and clearances