



Administrative Assistant

JOB STATUS: Part time, Monday – Friday, 8:30 a.m. – 2:00 p.m.

LOCATION: Youth Services, 701 Fifth Street, Beaver, PA 15009

JOB DESCRIPTION: Reporting to the Executive Assistant and Supervisor of Youth Services, the Administrative Assistant will be responsible for providing clerical support to Youth Services programming and staff.

KEY JOB RESPONSIBILITIES:

- Maintain client information / documents / tracking using Access database.
- Prepare onboarding packets; process discharge folders
- Scan client documents into shared STW folder
- Assist with STW Facebook account
- Prepare and distribute weekly transportation schedule; process BCTA requests
- Knowledge of Office Equipment: fax, copiers, etc.
- Proven working knowledge of Microsoft Office programs including Excel.
- Attend required meetings and complete required training.
- Other duties as assigned to provide support to Agency and School to Work staff.

QUALIFICATIONS:

- Some post-secondary training / education preferred such as a two-year Business Degree or two-years of clerical experience.
- Demonstrates proficiency in Microsoft Office products such as Word, Excel, Outlook
- Familiar with Access database systems
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Knowledge of Office Equipment: fax, copiers, etc.
- Ability to work in a team environment
- Demonstrates strong attention to detail
- Efficient in time management.
- High school diploma or equivalent
- Strong work ethic with high integrity
- Able to pass background checks and clearances
- A valid driver's license