**THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE**

|  |  |
| --- | --- |
| **Job Title: Administrative Assistant** | **Job Code: AA04012018** |
| **Department: Jefferson and Blount County** | **FLSA Status: Non-Exempt** |
| **Reports to: Department Head (Varies by Location)** |  |
| **Work Schedule: Fulltime; Mon-Fri- 7:30am-4:30pm, OT as needed** | |

**Job Duties:**

* Provide professional administrative duties for the residential program
* Serve as an initial point of contact, answer phones and greet visitors
* Organize files, create correspondence, prepare reports and documents
* Prepare invoices and follow up on billing; submit requisitions and other expenditures for residential consumers
* Handling specified benefits for consumers; serve as consumer representative at food stamp office
* Order supplies as needed
* Engage in event planning, meeting setup and implementation
* Perform other duties as assigned

**Knowledge, Skills and Abilities Required:**

* High school diploma or GED required
* Must be able to pass pre-employment screening
* Must possess excellent verbal and written communication skills
* Must be well organized and have the ability to handle multiple priorities in a timely manner
* Must be able to effectively make decisions and work independently
* Must have working Microsoft Office experience (Word, Excel, Outlook, PowerPoint)

**Physical Requirements:**

* Must be able frequently lift, carry, push, pull or otherwise move 25+ pounds
* Must be able to physically move an individual as needed
* Must be able to stand or sit for prolonged periods of time

**EOE/M/F/Vet/Disabled**