



POSITION TITLE: Administrative Assistant I (Bilingual/ Spanish) Preferred

DEPARTMENT: Administration

REPORTS TO: Chief Operating Officer

SALARY RANGE: \$20.00- \$22.00 per hour

SCHEDULE: Monday through Friday 8:00. to 4:30 p.m. Might require work outside these normal hours to accommodate responsiveness to donors and to achieve program goals.

POSITION SUMMARY: Under the direction of the Chief Operating Officer, the Administrative Assistant is responsible for providing support to the agency's administration department. This position will perform a variety of routine to difficult clerical services, which include word processing, computer input in several programs, record keeping, filing, receptionist duties, typing, and other related work as assigned.

POSITION REQUIREMENTS

EDUCATION: High school diploma or equivalent.

EXPERIENCE: A minimum of one-year previous clerical or general office work is recommended.

SKILLS: Strong typing and interpersonal skills. Organizational skills are imperative. Stress and time management skills are needed. Excellent written and verbal communication skills. Bilingual Spanish speaking required.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance, and/or have access to reliable transportation. Must have a clear background check.

PRINCIPAL DUTIES

1. Assists with daily office operations.
2. Answer incoming calls on a multi-line telephone system.
3. Greet incoming guests and visitors either assisting them directly or referring them to an appropriate department.
4. Have working knowledge of all office equipment.
5. Prepares, sorts, and distributes all incoming/outgoing mail.
6. Coordinates and prepares daily pick-up schedule for drivers to meet donors' needs.
7. Assist and monitor agency calendars.
8. Maintain flyers and forms throughout the office.
9. Monitor and restock office supplies.
10. Assist with purchase orders.
11. Manage incoming and outgoing mail and packages.
12. Maintain a record of all donation pickups, documenting details.
13. Communicate with the donation driver and create donation tags.
14. Maintain clean & organized office/ kitchen space.
15. Assist with creating campus signage
16. May occasionally require driving to perform tasks such as picking up supplies, transporting documents, or attending off-site meetings.
17. Support other staff when needed.
18. Performs other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent; associate's degree preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint).
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.
- Previous administrative or clerical experience preferred.

PHYSICAL DEMANDS:

Mobility: frequent sitting and standing for long periods; frequent operation of a data entry device; frequent walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person.

Emotional/Psychological: frequent decision-making, concentration, and public contact and occasional public speaking.

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

St. Mary's provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

I _____ (print name) have read and understood the job duties and responsibilities listed above.

Staff Signature: _____ Date: _____