



**POSITION TITLE:** Administrative Assistant

**DEPARTMENT:** Administration

**REPORTS TO:** Director of Administration

**SALARY RANGE:** \$12.00 - \$14.00 hourly, based on experience

**SCHEDULE:** Monday through Friday 8:30 a.m. to 4:00 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 Director of Administration, the Administrative Assistant is responsible for providing assistance and support to the agency's administration department. This position will perform a variety of routine to difficult clerical services, which may include word processing, computer input in a number of 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.

**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.

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. Supports other administration staff when needed.
3. Administrative assistant will greet incoming guests and visitors either assisting them directly or referring them to appropriate department.
4. Provide general clerical support including typing of correspondence, reports, forms, and other documents from drafts, notes, etc.
5. Have working knowledge of all office equipment.
6. Prepares, sorts and distributes all incoming/outgoing mail.
7. Coordinates and prepares daily pick-up schedule for driver to meet donors' needs.
8. Performs other duties as assigned.
9. Represent St. Mary's Dining Room in a professional manner.
10. Must be able to lift up to 25 lbs. to waist height.
11. Carry out other duties as assigned.
12. Will embrace our mission statement and work to enrich the lives of the guests we serve.

St. Mary's Dining Room's mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.