

## **Administrative Assistant**

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**Purpose:** Provide assistance in administrative, and general business functions maintenance of files, data entry and filing, other general and specific administrative assistant duties.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

**Job knowledge absolutely required before entering the job.**

- Demonstrated history of punctuality and regular work attendance.
- Computer competency in word processing, data base creation and management, data entry, desk-top publishing, webpage design and maintenance
- Solid understanding and experience with general office and administrative assistance practices and procedures.
- Highly organized, detail orientated and self-motivated with ability to work with minimum supervision
- Excellent written and verbal communications with the ability to facilitate problem solving and resolve conflicts
- Knowledge and experience in planning and implementation of special events & community outreach functions
- Must be a responsible individual of reputable character who is known to exercise sound judgment, maintain confidentiality, cope with stress and crisis situations in a calm manner and who models non-violent behavior and freedom from substance abuse

**Preferred:**

- Experience in payroll and human resource record keeping
- Knowledge and experience with Avaya Phone Systems
- Alaska driver's license and clean driving record
- **Must be 21 or older.**

### **ESSENTIAL JOB RESULTS:**

**Assures effective front desk operations and maintains building security by**

1. Provide primary coverage for front desk operations including answering phones, recording/delivering messages and greeting/determining needs of persons accessing services and directing accordingly
2. Schedule facility use and monitoring security systems, traffic flow and building occupancy
3. Typing, copying, faxing, data entry, documentation and filing general office communications and reports
4. Pickup and delivery of mail, donated items, supplies, etc.
5. Maintain inventory of basic program, facility and office supplies.
6. Establish a system for documenting use TCP's brochures and/or publications

**Strengthens and supports executive and operations by**

1. Assist with tracking/documenting all transactions from purchase to receipt; credit card payments, billings and transactions, and distribution of purchased item
2. Maintain documentation of all business related correspondence including creation and maintenance of all vendor files
3. Assist all staff as needed
4. Able to follow directions, multitask, prepare reports and distribute emails as set forth from the Executive Director.
5. Assist with travel requests.

**Engages community and promotes positive and effective outreach and awareness activities by**

1. Assisting with planning, promoting, scheduling, implementing, coordinating and documenting outreach, awareness and education activities and community events.
2. Assisting with developing and publishing outreach, education and awareness materials including posters, brochures, newsletters, mass mailings, web page maintenance and electronic communications.
3. Assisting with distribution and stocking of program brochures, flyers and outreach materials to designated agencies throughout the community
4. Preparation of food, refreshments, supplies or equipment for training or community/program events.
5. Serving as staff liaison to the Board of Directors in planning, development and implementation of special and annual community events
6. Recruiting, coordinating and documenting volunteer service hours and in-kind donations; providing a structure for volunteer evaluation and feedback and instituting an awards and recognition program

**Contributes to the team effort and maintains continuous quality improvement by** welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth.

**Protects program integrity and confidentiality by** adhering to all confidentiality requirements including but not limited to TCP's internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced office environment with moderate to loud noise. Frequent, unscheduled interruptions. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** Standard office equipment (FAX machine, computers, copier, telephone, etc.), printing and binding equipment, and household cleaning tools (vacuum cleaners, etc.)

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak and understand English, climb stairs, stoop, reach, use hands, lift up to 50 lbs, see and use close vision

**SUPERVISED BY:** Executive Director

**POSITIONS SUPERVISED:** None

**BACKGROUND CHECK:** Position requires applicant to be fingerprinted and complete a national FBI/State of Alaska criminal background check.

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| TCP is an Equal Opportunity Employer. |
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ALL EMPLOYMENT WITH TCP IS AT WILL. TCP RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT

Adopted: June 2018