**Job Description:**

**Position: Administrative Assistant**

**Department: Work Activity Program**

**Supervisor: Manager**

**Job Summary:**

The Administrative Assistant is accountable for providing administrative and general office support for the Work Activity Program through effective performance in these areas: Receptionist/Customer Service, Word processing/ Data Entry and Related office duties.

**Regular Duties and Responsibilities:**

1.Answer the main telephone line, take messages, transfer calls, and schedule appointments; Greets guests, customers and clients and directs to the proper source

2. Provides administrative support to management.

3. Responsible for typing and transcription duties as required.

4. Use of Microsoft Suite, mainly focusing on Word , Excel and Access

a) Compose reports and correspondence containing decisions of manager or other administrator

b) Process and send appropriate letters and forms.

c) Prepare check payment requests for bills, invoices, and purchase requisitions;

d) Performs other related duties as assigned.

5. Enters all new participant intakes/admissions as directed by the Organization and Funders

6. Maintain Social Media platform and answers inquires

7. Maintains all participant electronic and hard copy files/records

**Qualifications:**

Completion of a recognized business/administrative program. Three years experience. Must have excellent communication skills and be proficient in computer applications.

My signature below indicates that you and I did meet to discuss my understanding of the responsibilities and duties of this position.

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 Employee Supervisor

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Date