

Position: Office Administrative Assistant -

Beyond 21 provides an opportunity for adults with developmental disabilities 21 and over to participate in programming that helps them to live a full and meaningful life, feel respected, and make meaningful connections.

Occupation Tasks

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Attend meetings to record minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for executives.
- Prepare responses to correspondence containing routine inquiries.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Provide clerical support to other departments.

Occupational Requirements

- Communicating with Supervisors, Peers, - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Worker Requirements

- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Service Orientation - Actively looking for ways to help people.

Worker Characteristics

- Written Comprehension - The ability to read and understand information and ideas presented in writing.

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.

Worker Characteristics

- Integrity - Job requires being honest and ethical.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Occupation Tools and Technology

- Tools – Desktop/laptop computers
- Technology - familiarity with Microsoft office suit

Worker Requirements

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Experience

- Related Work Experience - some Admin experience
- Required Level of Education - some college

Compensation: Rate of pay \$14.25 per hour

Interested individuals please email a cover letter and resume to executivedirector@beyond21.org by May, 10th, 2021.

For more information call 613 935 3121