



Job Posting

Job Title: Executive Assistant
Job Status: Permanent, Part-time, Non-exempt

STATEMENT OF THE JOB:

Responsible for the implementation of office procedures and secretarial/administrative duties related to the day-to-day operations at Gryphon Place. Responsible for providing clerical services to the Executive Director, Board of Directors and Committees.

ESSENTIAL FUNCTIONS:

- Responsible for administrative duties for Executive Director. Responsibilities include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports; coordination of training, supervisions and other meetings
- Responsible for the establishment and maintenance of efficient and effective general office procedures
- Responsible for completing clerical services such as typing, filing, mailing etc., including supervision of temporary clerical services
- Assist in the coordination of Board activity including the preparation and dissemination of Board materials, and scheduling meetings
- Maintain positive communications and cooperation at all times between services areas, within service areas, the Administration office and Board of Directors
- Responsible for processing payments when required
- Responsible for data entry and maintenance of Donor Database
- Welcome visitors at front desk and direct where needed
- Transfer calls to staff
- Responsible for closing the office at the end of day

QUALIFICATIONS AND EXPERIENCE:

- Associate's Degree or equivalent in Business School and two years of experience in an administrative role

KNOWLEDGE / SKILLS / ABILITIES:

- Strong computer and internet research skills
- Flexibility
- Excellent interpersonal skills
- Project coordination experience
- Sensitivity to confidential matters
- Great organizational skills
- Proficient in MS Office
- Great communication skills
- Excellent writing skills
- Ability to shift from one task to another
- Fast-paced

Schedule:

- Tuesday-Friday 11 a.m. – 5 p.m.

Rate of Pay:

- \$10-\$12

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status.

Please apply by Wednesday, March 30th, 2016

Send resume to:

Mail:

Attention: Erin Lambeth
3245 S. 8th Street
Kalamazoo, MI 49009

Fax:

Attention: Erin Lambeth
269-381-0935

Email:

Attention: Erin Lambeth
elambeth@gryphon.org