Job Description

Job Title: Administrative Assistant
Job Status: Part-time

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. Provide clerical services and support to the programs, personnel and Board of Directors. Hours are Monday through Friday, 12:00-5:00 p.m. with some morning and evening hours as needed. Rate of pay will range from $12.00-$14.00 per hour.

ESSENTIAL FUNCTIONS:

- Responsible for the establishment and maintenance of efficient and effective general office procedures
- Responsible for completing clerical services such as typing, filing, etc., including supervision of temporary clerical services
- Assists in preparation of correspondence, reports, records, grants, accreditations, budgets and other materials necessary to the agency
- Assists in the coordination of Board activity including the preparation and dissemination of Board materials, scheduling meetings, and participating in committees
- Maintains positive communications and cooperation at all times between services areas, within service areas, the Administration office and Board of Directors
- Maintains accurate, complete and appropriate personnel, corporate, and program records and other required information
- Participates in the fiscal and payroll system
- Welcomes visitors at front desk.
- Transfers calls to staff
- Coordinates and assists with meeting set ups and minutes

QUALIFICATIONS AND EXPERIENCE:

- Associate degree or equivalent in business school and two years of experience in administrative role.

KNOWLEDGE / SKILLS / ABILITIES:

- Great organizational skills
- Proficient in MS Office
- Great communication skills
- Good writing skills
- Transcribe information

- Ability to shift from one task to an other
- Transcribe information

Gryphon Place is an Equal Opportunity Employer

Apply by May 23, 2014

Send resume to:

Mail:	Fax:	Email:
Attention: Lacee Lyons	Attention: Lacee Lyons	Attention: Lacee Lyons
3245 S. 8th Street	269-381-0935	llyons@gryphon.org
Kalamazoo, MI 49009		