



## Administrative Assistant

### **Summary**

Provide administrative support and reception services for the Kalamazoo County Land Bank.

The position reports to the Communications, Grants and Operations Manager and may also provide support to the Finance Manager, Executive Director, Assistant Director and other team members as needed.

### **Essential Duties and Responsibilities**

The Administrative Assistant/Receptionist is responsible for supporting the overall operations for KCLBA, a public corporation who manages the disposition of the tax reverted properties. The incumbent will:

### **Receptionist Services**

- Greet all visitors to the Land Bank offices – direct them to appropriate staff, take a message, or route communications
- Answer the Land Bank main line and direct calls

### **Administrative Services**

- Create mail merges, print letters and prepare mailings
- Scan and file documents
- Provide administrative support services to board meetings and committees, including setting out coffee and water, sending meeting notices and reminders, scheduling meeting dates, distributing board packets, organizing room and IT set up and taking minutes and drafting for approval by the ED.
- Prepare deeds as properties transfer to or from the Land Bank
- Plan and coordinate events as requested
- Utilize Land Bank property database, including data entry, modification, and reporting
- Make copies of documents as needed
- Sort and distribute incoming mail
- Order office supplies and materials and ensure the file room is well maintained and organized

- Manage the cleaning contract for the facility
- Receive calls for facility rentals at Riverview Launch – provide information on rates and features, accept applications for approval

### **Finance Administrative Support**

- Support the financial management systems of the Land Bank by providing administrative support, data entry, and assisting with accounts payable, accounts receivable, cash receipting and deposit functions.

### **Other duties as assigned**

### **Education and/or Experience**

Administrative and/or Receptionist experience required

### **Knowledge, skills and abilities**

- Detail oriented and professional with good people skills
- Excellent written and oral communication skills
- Ability to perform multiple tasks within deadlines, problem solve, and respond to inquiries in a timely manner
- Excellent organizational skills and high level of accuracy
- Excellent knowledge of Word, Excel, and email

### **Proficiency in the use of computers for:**

- Microsoft Office Word & Excel
- E-mail
- Internet
- Database Entry

### **Travel**

The position may require travel within the County.

### **Hours**

The position is anticipated as a 30 hour week position.

### **Benefits**

Benefits include health, dental and vision insurance, vacation, sick and holiday pay, retirement match.

### **To Apply:**

Send a cover letter and resume to Sarah Frame at [sarah.frame@kalamazoolandbank.org](mailto:sarah.frame@kalamazoolandbank.org)

**Application Deadline: 5 p.m. on Friday, February 12, 2016**