

HOT JOBS

Administrative Assistant *United Way of Sullivan County* Monticello, NY

Overview: The United Way of Sullivan County is seeking an Administrative Assistant in Monticello, NY

Under the direct supervision of the CPO, this position provides administrative and secretarial support for the agency. In addition to typing, filing, scheduling, performs duties such as coordination of meetings, obtaining supplies, coordinating direct mailings, working on special projects. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Organizes and prioritizes large volumes of information and calls.

Sorts and distributes mail. Drafts written responses or replies by phone or email when necessary.

Responds to regularly occurring requests for information.

Works independently and within a team on special nonrecurring and ongoing projects.

Performs basic job responsibilities as assigned by the CPO.

QUALIFICATIONS/ SKILLS & KNOWLEDGE REQUIREMENTS:

- Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.
- Must have knowledge of variety of computer software applications in word processing, spreadsheets, database and prevention software.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position requires demonstrated poise, tact and diplomacy.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Work requires continual attention to detail in composing, typing and proofreading materials, establishing priorities and meeting deadlines.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so assigned.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

Salary: \$15 an hour, part time 20 hours a week, hours are flexible.

Apply: Email Julian Dawson at unitedwayofsullivancounty@gmail.com or call 845-794-1771.