



Office Assistant

Title: Office Assistant

Reports to: Respite Supervisor

Employment Type: Part-time/20 hours per week

Work Location: Redding, CA

Salary Range: \$17.00/hr.

Position Summary

Office Assistant Job Purpose: is responsible for performing a range of clerical and administrative tasks to support daily operations and programmatic support. Duties include sorting and distributing correspondence throughout the office, including referrals, faxes, and other related mail. Supporting office staff with phone calls, filing, data entry, and research. Greeting office visitors and directing them to employees and coordinating with Managers to schedule appointments or update schedules.

Essential Duties and Responsibilities

- Answers phones and forwards information by receiving and distributing communications, collecting and mailing correspondence, copying information, and scanning documents as assigned.
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Help maintain IT equipment by completing preventive maintenance, calling for repairs, monitoring equipment operation, and reporting problems to supervisor. Monitoring and purchasing postal meter funds as needed.
- Maintains office schedule by adjusting hours to ensure office coverage.
- Serves clients by answering questions, forwarding messages, and basic follow up as asked.
- Maintains inputting of data into Salesforce database related to agency grants and programs.
- Performs clerical duties including typing, filing, maintaining filing system, updating information packets, and completion of office forms.
- Maintains cleanliness of office by providing light housekeeping duties.
- Participates in staff development trainings to stay up to date and knowledgeable related to agency grants and programs.
- Performs other related duties as assigned.

Skills/Qualifications: High School diploma or equivalent required. Knowledge regarding MS Office suite and applications, Salesforce data entry, scanning and attaching documents, basic knowledge related to internet based multiline phone systems, and other office equipment. Must be able to multitask, and have superior organizational skills.