

To perform this job successfully, an individual must have excellent interpersonal skills, a professional appearance and demeanor, ability to multi-task and strong phone skills. Advanced knowledge of Microsoft Word, Excel, and other commonly used office software as well as strong internet skills, including use of e-mail programs as well as variety of basic secretarial and clerical duties, with a principal focus on key office reception functions, as well as basic and specialized office support tasks.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Perform key reception functions, answering phones and greeting visitors to the office:
 - screen calls and visitors to determine nature of request or problem; refer to appropriate staff member;
 - take messages; make appointments;
 - take standard information for billing, administrative or other purposes;
 - distribute a variety of written information;
 - collect and record payments;
 - answer questions about Company policies, procedures, fees, schedules, events, services, programs, and the like; assist with completion of forms.
 - place calls as requested;
 - answer the phone, take messages or refer calls to appropriate staff member;
- Type a variety of written materials (correspondence, reports, forms, records, brochures, etc.) from handwritten, taped or typed copy, using standard computer word processor. Perform some basic editing, layout and printing format design, and similar specialized tasks associated with use of MS Office processing programs.
- Photocopy and file various materials. Collate and distribute as required.
- Maintain various department/program records and files.
 - implement and maintain filing systems, both electronic and paper;
 - when requested, search for and compile requested material from the databases;
- Process various incoming and outgoing documents.
- Perform routine bookkeeping tasks.
- Sort and distribute incoming mail. Prepare outgoing mail.
- Track office supplies and orders replacements as required.
- Maintain Calendar and Plan Meetings:
 - Arrange meetings and coordinate conference room schedules. In advance of meetings, they assemble background materials and set up the meeting space.
 - Attend meetings and prepare minutes or summaries of the meeting outcomes.
- Regularly back-up and assist other staff members with various specialized clerical/technical tasks related to Company's primary function, such as computer data entry and basic data retrieval tasks, form screening/sorting/coding, and the like.

- Perform related duties as assigned.
- make travel bookings and prepare travel expense reports;

SUPERVISION RECEIVED

Direct supervision is received from the Office Manager, department head or other senior staff or company member.

MINIMUM SKILLS & QUALIFICATIONS

Associates degree in a secretarial curriculum, or high school plus two years of relevant secretarial/clerical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Must be fluent in English, both written and oral.
- Must be fluent in Spanish, both written and oral.
- Typing, filing, reception, and other general office skills.
- Excellent reading, spelling and math skills.
- Strong customer service skills. Ability to deal with different personality types, in a courteous and efficient manner.
- Professional Telephone Etiquette.
- Verbal Communication.
- Microsoft Office.
- Word processing experience.
- Listening.
- Professionalism.
- Organization.
- Handles Pressure.
- Supply Management.

Physical Demands and Working Conditions:

Mobility to work in a standard office environment, use standard office equipment and attend offsite meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Other Requirements:

This job description lists the major duties and requirements of the job and is not all-inclusive. Drug Test is required.

Not all duties are necessarily performed by each employee. Employees may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Working Hours: Monday to Friday 8:00 AM - 5:00 PM

Contact Email: contact@CeBB.net