

Deep Fork Community Action Foundation Inc.



Administrative Assistant

DUTIES AND RESPONSIBILITIES:

- Responsible for all administrative secretarial work for Executive Director, and corporation, with the approval of the Executive Director.
- Accurately maintains the central file system upstairs.
- Acts as the secretary at all board meetings. Keeps all board records and meeting minutes as well as does all board member orientations.
- Supervises and manages volunteers involved in agency related duties/activities.
- Prepares, orders, purchases, and sets up all food for board meetings, and special meetings, as required.
- Maintains personnel files and HR related documents and files, coordinates drug testing on all employees and does new employee orientations and insurance. All phases of new hire.
- Completes all required reports.
- Responsible for inventory, ordering and purchasing of supplies for the agency, ensuring that the process is in compliance with funding sources requirements and the best value obtained.
- Issues and maintains purchase orders.
- Attends meetings at the request of the Executive Director.
- Fills in for the receptionist when needed.
- Assist with some bookkeeping functions.
- Prepares the Annual Report.
- Maintains all central agency regulations, rule books, personnel policies, and client grievance files etc.
- Some flexible work scheduling for board meetings, are and overnight travel may be necessary.
- Must be knowledgeable and comply with all regulations as outlines by funding sources.
- Must have reliable transportation.
- Other duties as assigned.
- This job description does not constitute a contract of employment and Deep Fork Community Action Foundation, Inc. may exercise its "At Will" rights at any time.

QUALIFICATIONS:

Minimum Associates Degree with two years as Administrative Assistant Preferred. Must be proficient with a wide range of computer software programs and a large filing system is required. Ability to compose and structure professional business is a must. Must have experience handling confidential and proprietary information, functioning in a role where the needs of the corporation exceed interoffice relationships with coworkers.

SUPERVISORY RELATIONSHIP:

Under the direct supervision of the Executive Director

FSLA CATEGORY:

NON-EXEMPT