



## **JOB DESCRIPTION**

### **Receptionist/Administrative Assistant to Vice President of Educational Programs**

**TITLE: Receptionist/Administrative Assistant to Vice President of Educational Programs**

**DEPARTMENT/PROGRAM: Early Start**

**REPORTS TO: Vice President of Educational Programs/Director of Early Start**

**TYPE: Full-time contractual position**

#### **Summary**

We are looking for a competent Receptionist/Administrative Assistant to support the Vice President of Educational Programs/Director of Early Start at Franklin Wright Settlements, Inc.

The Receptionist/Administrative Assistant will be responsible for various administrative and office duties in accordance with the standards, policies, and procedures of Franklin Wright Settlements, Inc.

Duties will consist of filing, organizing program records, answering phones, data entry, and tracking attendance. Must demonstrate the ability to effectively manage time to meet administrative/data entry deadlines and complete tasks with quality and attention to detail.

#### **Tasks and Responsibilities**

- Completing multiple office tasks in an efficient and timely manner.
- Performing clerical and general office duties as assigned by Director or designee.

- Developing efficient filing system and maintaining confidential agency files in accordance with FWS policies and procedures.
- Prepare, compile, sort, and file documents.
- Store completed documents in designated locations.
- Complete data entry.
- Transcribe/convert information and data to preferred electronic format.
- Scan documents into document management systems or databases.
- Check completed work for accuracy and attention to details.
- Maintain records/logs of program activities, schedules, and tasks.
- Comply with data integrity and security policies.
- Accurately report program information to Director or designee.
- Drafting and responding to correspondence on behalf of the Director.
- Maintaining department records and completing monthly and quarterly reports as required by funding source.
- Supervise staff and/or children as needed on behalf of the Director or designee.
- Greet and welcome guests and visitors upon arrival to the building.
- Direct visitors to the appropriate person and office.
- Answer, screen, and forward incoming phone calls.
- Ensure reception area is organized and presentable, with all necessary stationery and material (e.g., pens, forms, and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges, etc.).
- Order front office supplies and maintain inventory.
- Update calendars and schedule meetings.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.
- Complete other tasks and duties as requested by the Director or designee.

### **Qualifications**

- Must have a High School diploma or GED equivalent and at least 3 years administrative or office management experience. Associate degree in business administration or related field is preferred.
- Must be able to type at least 50 wpm and have computer proficiency, including Microsoft

Word and Excel experience.

- Must be able to operate standard office equipment and equipment utilized in the department assigned.
- Must possess excellent verbal and written communication skills.
- Must always display professionalism and be tactful and courteous in dealing with others, by telephone and within the office.
- Must possess excellent organization skills and effective time-management skills to ensure the completion of assignments within deadlines.
- Must have ability to work under pressure.
- Must have great attention to details.
- Must practice confidentiality.
- Must possess problem solving and decision-making skills.