

A Non-profit organization located in the Remus area has an opening for a full time Administrative Assistant. The position reports to the Business Manager. Resumes/applications, directed to [remusposition@gmail.com](mailto:remusposition@gmail.com), will be accepted through February 20, 2012.

Qualifications:

- ~ Proficient with Microsoft Office Suite (Word and Excel)
- ~ Ability to manage multiple tasks in a timely and accurate manner
- ~ Excellent customer service, verbal and written skills
- ~ Proven attention to detail
- ~ Strong operating knowledge of standard office equipment
- ~ Two years experience in business setting and/or equivalent degree

Specific Responsibilities:

75% - provide administrative support for the Organization which will regularly include:

- ~ Accounts Receivable management
- ~ Administrative support for memberships and donations
- ~ Communicate with and schedule volunteers
- ~ Maintain volunteer records
- ~ Database management
- ~ Staff the facilities for events not occurring during regular business hours
- ~ General office duties to include, but not be limited to, answering phones, relaying messages, handling correspondence, filing
- ~ Other duties as requested

25% - additional project support and Organization advancement

- ~ Social networking to include, but not be limited to, Website and Facebook maintenance/updates
- ~ Assist in the training of part-time or volunteer staff

Applicants should send: 1) cover letter addressing their qualifications for the position, 2) a resume, and 3) the names and contact information for three references. Submit cover letter and resume as attachments to: [remusposition@gmail.com](mailto:remusposition@gmail.com)

Starting wage \$10-\$12 per hour, commensurate with experience and knowledge. 90 day probation, 6 month review. Benefits to include health insurance after 3 months, sick days after 6 months, retirement and vacation after one year.