

Mental Health Association in Orange County, Inc.



ADMINISTRATIVE ASSISTANT JOB POSTING

- I. Title:** Administrative Assistant
- II. Reports to:** Office Manager/Executive Assistant
- III. Job Objective:**
- Assisting Office Manager and Program Directors in the efficient and thorough operation of the Clerical Department and Program Management and also provide coordination and oversight of all agency vehicles' maintenance, repair and upkeep.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications:**
- High School Diploma.
 - 1 year relevant clerical experience and optimal typing skills.
 - Knowledge of operating standard office equipment.
 - Proficiency in Microsoft Windows, Office and Outlook a must.
 - Must be multi-task oriented and exhibit professional and courteous reception skills.
 - Must be able to work independently, and be a self-starter.
 - Must exhibit excellent interpersonal skills as well as effective communication skills.
- V. Responsibilities:**
- Serves visitors by greeting, welcoming, and directing them appropriately. Notifies agency personnel of visitor arrival.
 - Screening phone calls and routing callers to the appropriate party.
 - Ensures a safe and clean reception area by complying with procedures, rules, and regulations.

- Coordinate mail flow in and out of office and collect and distribute parcels and other mail.
- Supports continuity among departments by documenting and communicating actions, irregularities, and continuing needs.
- Maintain polite and professional communication via phone, e-mail and mail.
- Maintain electronic and hard copy filing system
- Provide general administrative and clerical support including, but not limited to scanning, faxing and copying to management.
- Maintain and update agency and fundraising mail list in Microsoft Access.
- Maintain and input all fundraising data, such as registrations, journal ads and sponsors in Microsoft Access.
- Create flyers, brochures and invitations on Word and /or Printshop.
- Assist in compiling of agency Annual Report.
- Input daily incoming checks and cash on Excel mail log.
- Type correspondence, reports, charts, faxing and photocopying for Program Directors.
- Compile all Program Stats.
- Responsible for Postage Machine.
- Process large agency and program mailings.
- Answer incoming administration phone lines.
- Update staff extension list, mailing list and e-mail list
- Order building supplies etc. Cleaning, cups and utensils.
- Order MHA Office supplies.
- Maintain organizational chart for agency and snow chain.
- Assist with compliance/training planning.
- Assist with development and maintenance of program policy and procedures.
- Administration of cell phones and pagers.
- Perform drivers license checks upon hire and annually.
- Assist with program file audits.
- Assist with employee orientation.
- Monitoring, scheduling and documenting vehicle maintenance and repairs as required

- Anticipate the needs of others in order to ensure their seamless and positive experience.

VI. *Other Duties:*

- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. *Terms of Employment/Benefits:*

- Non-Exempt
- Forty (40) hours per week.
- Monday – Friday, 9 AM – 5 PM.
- Paid holidays, vacation and sick leave according to MHA policy.

**Please send letter of intent and resume to:
Human Resources
Mental Health Association in Orange Co. Inc.
73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mharecruiting@mhaorangeny.com**