POSITION NUMBER: OC00006

**JOB TITLE:** Administrative Assistant
**DEPARTMENT:** The Association for the People and Community (A.P.C INC)
2325 Atascocita Rd Ste. F204
Humble, TX 77396

**CAMPUS:** LSC-Atascocita Center

**PAY:** $15.00 per/hr.

**HOURS:** 15-19 per/wk.

**POSITION SUMMARY**
Administrative Assistant will assist with general daily operations, perform data entry and clerical support for A.P.C staff. Duties include the following: Mail, email, copy/fax/scan, and maintain electronic and hard copy filing system; Answer high volume telephone calls and incoming/outgoing correspondence; Manage calendar events and invites; Advertise, market and arrange A.P.C community events/projects, community service opportunities and grant funding; Prepare and modify documents including correspondence, reports, drafts, memos, and emails; Utilize Microsoft office to generate documents, maintain office supplies, after-school meal count, and record payments. Required to provide high level information. May interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITES**

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Set up learning environment (such as labs, classrooms, etc.)
14. Check out equipment
15. Event preparation and support
16. Prepare reports
17. Collect and record data
18. Maintain knowledge of multiple programs
19. Interpret regulations and policies
20. Maintain and/or process records

**REQUIRED QUALIFICATIONS**
- High School Diploma or Equivalent
KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing