

**LAKE COUNTY COMMUNITY DEVELOPMENT CORPORATION  
POSITION DESCRIPTION**

**CLASS TITLE: Administrative Assistant**

**REPORTS TO: Administration Director**

**FSLA STATUS: .75 FTE, hourly, non-exempt**

**SUMMARY:** Duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential information and time sensitive material.

Ability to effectively communicate via phone, email and zoom ensuring that all duties are completed accurately and delivered with high quality and in a timely manner.

**ADMINISTRATION SUPPORT**

This position is essential to the operations of the administration department. Duties and responsibilities include but are not limited to:

- Perform routine clerical and administrative work that include answering phones, greeting the public, receive and distribute incoming mail, processing outgoing mail, typing, copying, faxing, scanning, etc.
- Maintain conference room schedules and assures meeting rooms are clean and set up in advance as required. Keeps conference room notice boards up to date.
- Maintain the office wall calendar, sign in/out board and keeps the Outlook Shared calendar up to date and accurate.
- Schedule staff meetings, prepare and distribute meeting agenda.
- Keep track of office supplies, conference room supplies and cleaning supplies and notify Administration Director of items needed.
- Help maintain library of forms for Human Resources & corporate communication materials.
- Monthly fire extinguisher inspections.
- Bank and Post Office runs as needed.
- Other duties as assigned

**ACCOUNTING SUPPORT**

This position assists the Bookkeeper with filing of accounts payable, entering in Quick Books the payments that come in the mail, entering the deposits in the appropriate ledgers, and entering accounts payable invoices in Quick Books as needed.

**MMFEC SUPPORT**

This position assists the Food & Ag Center by invoicing customers in a timely manner for their facility use, their monthly storage use, barcodes, nutritional analysis and for our in-house processing assistance. The individual must possess a strong understanding and knowledge of Quick Books.

### **DATA ANALYST SUPPORT**

This position assists the Data & Communications Manager with their monthly and quarterly reporting, assuring that all data is accurate and entered in a timely manner.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

High school graduate with specialized course work or experience in general office practices such as typing, filing, and customer service. Work experience in busy office environment and capacity to multi-task and work with many personalities is critical.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Working knowledge of modern office practices, procedures and equipment; excellent telephone skills; ability to effectively meet and deal with the public; ability to communicate effectively, verbally and in writing; and the ability to handle stressful situations.
- B. Attention to detail and problem-solving skills; able to organize filing system and files.
- C. Excellent time management skills and ability to multi-task and prioritize work.
- D. Proficient in QuickBooks, MS Office and Adobe Pro.
- E. Must maintain a high degree of professionalism and confidentiality with all aspects of work.

#### **PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Hours are Monday through Friday, 9:00 a.m. to 3:30 p.m., (including a 30-minute unpaid lunch period.) While performing the duties of this job, the employee is regularly required to sit, talk and hear. Vision abilities include close vision, distance vision and ability to adjust focus. The employee must have a valid driver's license, may be required to climb stairs and be flexible enough to work in changing environments or respond to changing needs of the organization. Must be able to lift up to 30 pounds.

**Effective Date:** 05/01/2021

**Benefits:** Benefits are not available to part-time employees.

**To apply, send letter of application and resume to [kim.sassaman@missionwestcdp.org](mailto:kim.sassaman@missionwestcdp.org)**