

# **Administrative Assistant OLV Charities**

## **POSITION SUMMARY:**

The Administrative Assistant supports the daily operations of the Executive and Mission Advancement offices by assisting with various administrative tasks.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides administrative support by scheduling meetings, handling correspondence, making travel arrangements and maintaining office files, assisting with the preparation of reports, presentations, and other documents.
2. Handles donor inquiries, phone calls, acknowledgements, and email correspondence in a professional and confidential manner.
3. Handles monthly charitable gift annuity correspondence ensuring timely and accurate execution while maintaining confidential information.
4. Supports organization sponsored events, including receiving RSVPs and communicating attendance information.
5. Assists with the preparations of donor meetings, including compiling materials, handling logistics and coordination of lunches.
6. Coordinates and manages office supplies, ensuring inventory levels are maintained.
7. Processes incoming and outgoing mail and packages.
8. Performs general office duties, such as filing, data entry, preparing minutes, memos, photocopying and maintain office equipment.
9. Monitors building door access and handles greeting and directing visitors to the appropriate staff member and/or department, based on nature of business
10. Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Possesses strong organizational skills and attention to detail.
2. Ability to independently prioritize, multi-task and organize work responsibilities.
3. Possesses strong written and verbal communication skills
4. Ability to demonstrate strong interpersonal skills with the ability to build positive relationships with all levels of staff and external partners.
5. Ability to respond to requests in a timely and professional manner.
6. Ability to keep sensitive information confidential.
7. Self-motivated with the ability to take initiative and solve problems to completion independently
8. Ability to work independently and in a team environment.

9. Familiar with office equipment such as printers, copiers, scanners
10. Knowledgeable of Microsoft Office Suite: Outlook, Excel, PowerPoint and Word required.

### **EDUCATION AND EXPERIENCE**

1. High school diploma/equivalency required. Associate's degree preferred
2. Two to four years' experience in providing administrative support in an office environment required.
3. Experience working with Microsoft Outlook, Word, PowerPoint and Excel required.

**Pay Range:** \$20.00-\$23.00/hour, based on skills and experience

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV Charities; Human Resources Department  
780 Ridge Road  
Lackawanna, NY 14218