

**Part Time Position****24 Hours per week**

**Monday through Thursday 8:45 – 2:15 pm & Friday 8:45-1:15 pm this includes an unpaid 30 minute lunch period. No benefits**

**Position Title:           Administrative Assistant**

**Primary Purpose of Position**

The Administrative Assistant is often the first person that the public comes in contact with when reaching out to the MHA. Therefore, it is imperative that this person is confident, friendly, and willing to assist with difficult situations in a calm and supportive manner. This position is the hub of all office activity, keeping tabs on the coming and going of staff. Additionally, this person will be charged with keeping the overall office administration in check thereby helping each team perform their jobs to the best of their ability.

**Duties and Responsibilities**

Excellent organizational skills with attention to detail. Completes all needed correspondence, office mailing, and special projects as assigned by program Directors

Excellent written & oral communication skills a must.

Ability to handle multiple tasks in an ever-changing environment.

Must be flexible and able to prioritize work to complete.

Serve as a liaison with building management, office equipment vendors and schedules required maintenance. Inventories and purchases office supplies.

Handles incoming calls, listens with empathy and understanding and directs callers to the appropriate resources.

Update all data base mail lists as necessary to keep them current.

Reviews all incoming bills, copies for MHAAC vendor files and forwards to billing office.

Maintains updated equipment inventory for MHAAC.

Must be able to be patient and persistent in navigating through systems to accomplish end goal.

Performs other related duties which may be requested by supervisor.

**Knowledge and Skills**

AA degree preferred with training in office skills

Must be open and accepting to working with all types of people, regardless of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

Bilingual

Computer literacy with knowledge of Microsoft Office, especially Excel, Word and Outlook

Good communication skills

Valid NJ driver's license

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.