

7. Office Manager:
 - a. Hire, train, supervise and coach front desk staff and assure that tasks are assigned and completed accurately in a timely manner.
 - b. Oversee office equipment maintenance
 - c. Order supplies
8. Role Model:
 - a. Be a positive role model in all aspects of professional performance and demonstrate our core values.
 - b. Provide world class customer service including effective communication with internal and external customers

Marginal Functions:

1. Stays informed of community, agency, and program information through inter-office communications, and attendance at staff meetings.
2. Participates in a variety of community awareness and fundraising activities which promote the program, agency and/or the funding source under the direction of the President/CEO.
3. Observes safety procedures and personnel policies and ensures compliance by front desk staff.
4. Regular attendance is required.
5. Other duties as assigned.

Skills, knowledge, and abilities: (These are required to enable employee to perform the essential functions of the job.)

1. Must have the ability to multi-tasks, prioritizing a multitude of projects accurately.
2. Must have the ability to exercise independent judgment and offer suggestions.
3. Must have strong oral and written communication skills, as well as excellent organizational skills.
4. Must be proficient in using Microsoft Office applications.
5. Must be able to type a minimum of 45 wpm and take dictation.
6. Must have knowledge of general office practices, filing, telephone techniques and office equipment.
7. Must be able to interact cordially and productively with a variety of people.
8. Must be able to market Goodwill Easter Seals and explain the mission to the general public.
9. Must be able to read, write, and communicate clearly in English.
10. Must establish and maintain an effective working relationship with supervisors and co-workers.
11. Must be able to work a flexible schedule, Monday through Friday, in excess of 40 hours per week.
12. Must be able to function in a hectic work environment with occasional periods of high stress.
13. Must be able to take initiative and work with little supervision.

Experience and Education Requirements:

- Three years of experience as an Executive Assistant or closely related position is required
- High School Diploma or GED required. Some college level courses preferred.
- Proficiency in Microsoft Office applications, Publisher, and Power Point.
- Must be a Notary Public or become a Notary Public one month after hire.
- Supervisory experience preferred

Working Conditions / Physical Requirements:

Adequately lighted and ventilated building. Some travel throughout service area. Must be able to use repetitive hand, wrist, and finger motion, when using a computer keyboard. Must be able to sit for a prolonged period of time.

Critical Performance Factors:

- Customer Service and image
- Communication
- Accuracy and timeliness of work

I have read and understand this job description. I have discussed this job description with the supervisor/manager who interviewed me. If offered this position, I will be able to perform the essential functions of this position with or without accommodation.

Employee/Applicant: _____

Date: _____

Supervisor/Manager: _____

Date: _____