



The Arc of Volusia Receptionist/Administrative Assistant Job Description

JOB ANALYSIS:

The Receptionist/Administrative Assistant Position is a full-time confidential position responsible for the overall front office activities, including the reception area, mail, large purchasing requests and facilities. The Receptionist/Administrative Assistant is responsible for directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. They are also responsible for arranging internal office moves and providing arrangements for office meetings. Reports to the Assistant Executive Director.

JOB DESCRIPTION:

1. Manage the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
2. Coordinate overall administrative activities for the organization, which entails working between two campuses.
3. Supervise the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
4. Negotiate the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
5. Supervise the maintenance of office equipment, including copier, fax machine, etc.
6. Assist in maintaining accurate records across the programs.
7. Provide clerical support to the programs by filing, mailing communications, and maintaining client files.
8. Responsible for the facilities day-to-day operations
9. Participates as needed in special department projects.
10. Assume other responsibilities as required.

General Statement: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies

1. Initiative.
2. Leadership.
3. Time Management.
4. Decision Making.
5. Communication Proficiency.
6. Organization Skills.

JOB SPECIFICATIONS:

An Associate's degree and at least two years' of previous experience in an office setting. Working knowledge of mail processes such as postage machine, FedEx and UPS along with experience in a face paced environment. Must be able to obtain the regulatory required background screenings.