



**Non-Exempt
March 30, 2017**

JOB ANNOUNCEMENT

Position: Administrative Assistant
Reports to: Program Manager
Salary Range: Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Perform administrative support to the Program Manager some of which require advanced or specialized knowledge and skills in the area of facility coordination, bookkeeping support, database management, and information gathering associated with organizational projects.

Principal Responsibilities:

1. Monitor office operations to ensure organizational requirements are met on a daily basis
2. Answer and assess incoming calls
3. Create and circulate correspondence within the organization via mail and fax methods
4. Knowledgeable of MTSH, Inc general information
5. Responsible for receiving, logging and distribution of incoming mail
6. Coordinate travel and accommodation arrangements as needed
7. Ability to effectively operate standard office equipment such as multi-line telephone system, typewriter, computer, printer, calculator, copier and facsimile machinery
8. Maintain efficient operation of all office equipment by performing minor service duties and arranging for routine service visits as needed
9. Responsible for maintaining office supply inventory and ordering additional supplies as needed
10. Responsible for the preparation and setup of weekly staff meetings
11. Perform office filing duties as assigned
12. Perform other duties as assign

Requirements:

1. Minimum high school diploma
2. Minimum 1 year clerical experience in an office environment
3. Experience in the area of the substance and alcohol abuse population preferred
4. Above average organizational skills
5. Typing speeds 40-50 WPM
6. Ability to work in a fast pace environment
7. Demonstrate the ability to handle multiple tasks effectively with a high degree of efficiency
8. Telephone skills
9. Excellent oral and written communication skills
10. Excellent computer skills including advanced knowledge of Microsoft Office
11. Bilingual (English/Spanish) skills (a plus)

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 510
Fax Number (323) 215-0170
E-Mail: cespinoza@jwchinstitute.org

**Closing date: Open Until Filled
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).**