



Non-Exempt
June 1, 2016

JOB ANNOUNCEMENT

Position: Administrative Assistant

Reports to: Director of Operations

Salary Range: Staring salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Under the direction of the Director of Operations, the Administrative Assistant provides general support for the JWCH enhanced substance abuse treatment program.

Principal Responsibilities:

1. Provides reception and answers phones for staff and program in a manner that reflects on the agency in a positive way.
2. Takes accurate messages and relays important general information to inquiries.
3. Maintains the calendar of the program, clients and staff.
4. Create and maintains program records, including data records.
5. Maintains documentation of expenses, petty cash, and other accounting for invoicing.
6. Orders and follows-up on supplies, materials and publications.
7. Prepares meeting and training schedules and notices
8. Takes and prepares minutes or notes of debriefing meetings, peer and staff trainings.
9. Communicates effectively with the staff, contract representatives, and the general public.
10. Maintains files including preparing monthly reports for the program.
11. Delivers and picks up documents from funding sources and other JWCH Institute, Inc. sites.
12. Maintains the security of confidential documents.
13. Updates and distributes Program Staff Roster
14. Performs other clerical and administrative tasks as assigned, (i.e. filing, duplicating data entry, and word processing correspondence, reports and other documents).
15. Other duties as assigned.

Requirements

1. Minimum High School diploma and 2 years of experience in general office environment
2. Ability to effectively operate office equipment (multi-line phone system, printer, fax, etc.)
3. Experience handling confidential documents; takes initiative and detail-oriented
4. Ability to use internet as well as data base, word processing, and spreadsheet programs.
5. Current California Driver's License, insurable with agency insurance, and has automobile

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: 520
Fax Number (323) 215-0170**



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E-Mail cespinoza@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc, is an Equal Opportunity Employer (EOE).