

**THE NEXT DOOR, INC.
POSITION OPENING**

**RECEPTIONIST/ADMINISTRATIVE ASSISTANT
(Monday-Friday 35 hrs/wk)**

QUALIFICATIONS AND SKILLS

High School Diploma or equivalency and experience in secretarial principles. Knowledge and proficiency of Microsoft Office and telephone protocol. Bilingual and bi-literate in Spanish and English. Ability to communicate with monolingual Spanish-speaking clients. Pass criminal background check and DMV records check. Duties require professional verbal and written communication skills and the ability to type 45 wpm.

RESPONSIBILITIES

- Provide administrative support to various departments and/or managers
- Duties include general clerical, receptionist and project-based work
- Project a professional company image through in-person and phone interaction
- Demonstrate good judgment, dependability, punctuality and conscientiousness. Observe confidentiality and civil rights of clients and staff.
- Encourage positive community relations by personal appearance and behavior in the community
- Be familiar with and follow agency policy, schedules and office procedures

JOB DUTIES

- Receive money, prepare daily deposit and issue receipts
- Daily mail retrieval, sorting and distribute
- Answer telephones and transfer to appropriate staff member
- Meet and greet clients and visitors
- Create and modify documents using Microsoft Office
- Perform general clerical duties to include but not limited to photocopying, faxing, mailing and filing
- Maintain hard copy of electronic filing system
- Sign for and distribute UPS, Fed Ex and Airborne packages
- Research, price and purchase office furniture and supplies
- Coordinate and maintain records for staff office space, phones, parking, and office keys
- Set up and coordinate meetings and conferences
- Provide bilingual assistance when needed
- Provide clerical assistance in Human Resources Department
- Process criminal background checks and DMV record checks
- Assist Fundraising Department with data entry, mailings and other projects
- Assist New Parent Services Dept designing Parent Ed flyers, class preparation and other projects
- Order and maintain mail room, general office and janitorial supplies
- Coordinate maintenance needs and maintain office appearance
- Oversee weekly garbage and recycling
- Maintain employee phone list

OTHER CONSIDERATIONS

Physical requirements: Sitting in a normal seated position for extended periods of time. Reaching by extending hand(s) or arm(s) in any direction. Ability to move about and lift boxes of office supplies. Ability to see within normal parameters. Ability to hear within normal range. Good communication skills.

SALARY & BENEFITS: \$9.00-\$12.00 per hour DOE, with full benefits package

APPLICATION DEADLINE: 9/17/10

Submit resume &/or application to The Next Door, PO Box 661, Hood River, OR 97031 or barbarab@nextdoorinc.org or fax 541-386-5440. Application can be accessed on our website at www.nextdoorinc.org