

Job Description

Position: Administrative Assistant

This is a full-time, 40 hours per week position.

Benefits include PTO, 403(b) Retirement Plan, and medical/dental/vision insurance

Scope

The Administrative Assistant provides key support for IGL, NA in the areas of administration, finance, and communication with secondary responsibilities in a variety of other areas as assigned. This position reports to the Office Manager.

Key Responsibilities

- First-contact communication
 - Answers all general calls and greets all visitors, directing to appropriate ministry areas or responding to needs
 - Develops familiarity with organization programs/services and personnel to maximize support for visitors/donors
- Office Management
 - Gathers and distributes daily incoming/outgoing mail
 - Serves as central purchasing area for all office supplies, requests, maintenance of vendor files, placing/receiving/distributing orders and forwarding information to Office Manager
 - Oversees telephone system, acquiring full knowledge of its functions and capabilities, train new employees in proper use, serve as contact with service provider
 - Serves as copier expert, acquiring full knowledge of function and capabilities, train new employees in proper use, serve as primary contact with service provider
 - Insures that office spaces are properly maintained including light cleaning, keeping work surfaces and workrooms free of clutter
 - Provides administrative support for all ministry areas including staff travel arrangements, fundraising event logistics, preparation of materials, correspondence, typing, faxing, and other similar office duties
 - Maintains donor database, reviewing and updating information when necessary.
 - Maintains staff directories, calendars and other pertinent office information
- Finance
 - Assists in processing information for the Office Manager including sorting donations, scanning all checks, running totals and sending scanned documents to office manager and bookkeeper for processing.
 - Prepares checks for deposit, makes bank deposits after verification with the Office Manager
 - Prepares and mails donation receipts, checks, and thank you cards as needed
 - Enter credit card authorizations and transactions on master system.
 - Assists in preparation of various reports from web-based donor management system to support Finance and Marketing & PR Teams.
- Other duties as assigned by the Office Manager

Qualifications

- Professing believer in Jesus Christ as Lord and Savior
- Excellent written and verbal communications skills
- Excellent time management skills with ability to multi-task well
- Professional in appearance, communications and manner
- Dependable, reliable individual with strong work ethic and desire to see all work completed with excellence
- Must be detail-oriented, accurate and equipped with strong analytical skills
- Integrity, honesty, able to maintain confidential records and information
- Experience of 3-5 years in a small multi-tasking office environment
- Experience with Microsoft office applications