



Administrative Assistant

Laurel House, a comprehensive domestic violence agency serving survivors of domestic violence throughout Montgomery County, is currently hiring for a full-time Administrative Assistant. This position will work out of our outreach and administrative office. This position provides clerical support, maintains office supplies and donations, and serves as the first point of contact for donors, clients, and others when visiting and calling the administrative office.

This position is full-time, hourly, non-exempt position, with benefits. The hours of this position are based on 40 hours per week, Monday-Friday. The ideal candidate should have some flexibility to accommodate occasional schedule changes.

Responsibilities & Duties:

The responsibilities and activities of the Administrative Assistant are many and varied. Below is an overview of the position:

1. Serve as Receptionist for main office, including answering the telephone in a courteous and professional manner and directing calls to the appropriate destination as well as providing information and referrals;
2. Welcome and greet clients, donors, and visitors; monitor cleanliness and organization of the reception area and conference rooms daily to ensure basic tidiness for visitors;
3. Maintain adequate supply of informative materials and/or brochures for distribution to visitors;
4. Responsible for ordering and organization of office supplies. Inventory supplies and update them monthly;
5. Develop and maintain a system for managing the collection, distribution and storage of in-kind donations; develop and maintain a list of local places that accept donations which Laurel House does not accept or need – provide information to callers who are looking for places to donate such items. Create and send acknowledgments to in-kind donors;
6. On a regular basis (at least weekly – more frequently during peak seasons) transport donations from the administrative office to appropriate locations (i.e., shelter, thrift shops, Safe Haven Center), and/or arrange for transport (mileage reimbursement is provided);
7. Provide Clerical/Administrative support to Senior Management (filing, photo-copying, faxing, mailings, etc.) as needed;
8. Assist Management Team with the creation, production, and distribution of printed materials;
9. Responsible for the organization of agency literature and brochures. Inventory materials and update list;
10. Pick up/drop off mail at Main Post Office in Norristown daily (mileage & parking reimbursed). Sort and distribute mail daily from the local post office boxes to all local sites. Maintain supply of postage and mailing materials;
11. Coordinate portions of agency's holiday programs as assigned;
12. Assist with general office mass mailings as requested.

Qualifications:

13. Professional verbal communication skills, both on the phone and in person.
14. Able to work with diverse populations and provide assistance in calm, courteous and professional manner.
15. Highly organized and detail oriented.
16. Must be a good team player, but also equally confident in taking the lead, when needed.
17. Must be dependable, flexible and able to manage diverse responsibilities each day.
18. Access to insured vehicle that can be used during each work day, valid PA Driver's License.
19. Ability to pass a criminal background check, child abuse and FBI clearances.
20. Proficient computer skills; strong writing and grammatical skills.
21. Bi-lingual English/Spanish preferred.
22. Proficient in all Microsoft Office 365.
23. 2 years of office experience, or other relevant experience, preferred.
24. High School diploma or equivalent.

Work Environment:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, bend, lift, use hands to finger, handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to thirty (30) pounds and may occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required of this job include close vision, distant vision, color vision, and peripheral vision.

To apply, please send a cover letter and resume to Stacy Dougherty at sdougherty@laurel-house.org.

Equal Opportunity Employer