

Date: 11/2021  
Status: NONEXEMPT  
Hourly

## **JOB DESCRIPTION**

**TITLE: ADMINISTRATIVE ASSISTANT/HOUSING SERVICES**

**ORGANIZATION: REACH**

**IMMEDIATE SUPERVISOR: DIRECTOR OF HOUSING**

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### **PRIMARY FUNCTION:**

Under the general direction of the Director of Housing, the Administrative Assistant will perform all clerical duties.

### **PRIMARY JOB RESPONSIBILITIES:**

1. Greet consumers and visitors with positive attitude.
2. Provide excellent customer service.
3. Assist with a variety of administrative tasks including copying, faxing, taking notes.
4. Assist Director of Housing with administrative duties.
5. Preparing and scheduling meeting and training rooms.
6. Answering phone calls in a professional manner, screening and routing calls as necessary.
7. Sorting and distributing mail.
8. Keep a safe clean reception area by complying with procedures, rules and regulations.
9. Assisting in scheduling building maintenance.
10. Keeps inventory and distributes PPE supplies and new employee packets.
11. Demonstrate positive interpersonal relationships with parents, consumers, staff and the community at large.
12. Actively participate in all REACH safety programs.
13. Other duties as assigned by the Director of Housing.

### **EDUCATION/EXPERIENCE:**

An AA degree or its equivalent in areas of business and/or administration; Excellent written and verbal communication skills. Competency in Microsoft applications including Word and Excel. Experience with administrative clerical procedures.

**SPECIFIC SKILLS:**

Excellent time management skills and the ability to perform duties with minimum supervision. Consistent, professional dress and manner.

**ACKNOWLEDGEMENT:**

This is to acknowledge that I have received a copy of the REACH job description for my job classification and understand that it contains important information regarding my job responsibilities. I further understand that his job description may change as the needs of REACH change. In addition, I understand that the employment relationship is based on the mutual consent of each employee and REACH. Accordingly, either I or REACH can terminate the employment relationship at will, at any time, with or without cause or advance notice.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date