**Sacred Heart Center**

**Administrative Assistant**

**Summary of Position**

Administrative Assistant will serve as first point of contact for callers and visitors; help maintain office systems; and provides support to the Executive Director, Administration or Program Director. The ideal candidate will be someone who enjoys working with people and has strong communication skills, a positive attitude, and the ability to balance multiple tasks simultaneously.

**Accountability**

Reports to the Executive Director or Program Director.

**Responsibilities**

1. Perform general office duties as needed by the supervisor.
2. Serves as first point of contact for the administrative office and organization by answering calls, routing and responding to email inquiries, and greeting visitors.
3. Maintain computer worksheets with statistical data for the program. (applicable by department).
4. Track and maintain office supplies.
5. Maintains all files in an organized and efficient manner.
6. Manage incoming and outgoing mail and assist with large-scale mailings as needed.
7. Assist with planning and preparation for the board, organization, and other meetings.
8. Maintains a master calendar for all administrative meetings, appointments and time off.
9. Mail duties; log outgoing mail, deliver, pick-up and distribute to appropriate boxes/individuals.
10. Provide as-needed support for departments across the organization.
11. Perform special projects as requested.
12. Contribute to team effort and supports programs public awareness and education activities and staff appreciation events.
13. Maintain professionalism and confidentiality regarding all matters at all times.
14. Perform other responsibilities as required.

**Qualifications**

* Proficient in Microsoft Office Suite.
* Able to Pass Pre-Employment screening including child abuse/neglect Central Registry, criminal background-check and drug testing.
* Possession of valid South Dakota driver’s license.

**Physical Demands**

* Uses both hands and wrists repetitively for prolonged periods.
* Light lifting and moving of supplies and donations up to 35 lbs.

The above list of primary responsibilities is not intended to be exhaustive; Sacred Heart Center reserves the right to revise this job description as needed to comply with actual job requirements.