

GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

Full time. Associates Degree required and minimum 5 years paid secretarial/computer experience in an Administrative environment. Experience in finance, financial software, and accounting preferred. The Administrative Assistant reports to and receives supervision from the Department Director. Anticipated start date February 1, 2020.

RESPONSIBILITIES:

- Administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers.
- Organize staff requests for facilities/repairs to include maintaining list of vendors, obtaining quotes, as well as assist Facilities Director in overseeing facilities requirements such as maintaining list of repairs, vendors, and timely, accurate completion of OASAS and insurance regulations.
- Oversee/track all aspects of fleet of vehicles such as inspection, repairs, etc., and schedule appointments as necessary.
- Compose letters and emails on behalf of other office staff.
- Book conference calls, rooms, hotels etc.
- Process expense sheets and invoices.
- Maintain computer and manual filing systems.
- Provide information to internal colleagues or external enquirers.
- Handle sensitive information in a confidential manner.
- Schedule, confirm board and committee meetings, staff meetings, and other agency functions as necessary. Prepare agenda, take minutes, arrange/confirm location of meetings, etc.
- Coordinate office procedures, run errands.
- Reply to email, telephone or face to face enquiries.
- Develop and update administrative systems to make them more efficient.
- Resolve administrative problems.
- Receive, sort and distribute administrative requests as necessary.
- Answer telephone calls, take messages, pass them on as necessary.
- Manage administrative staff appointments as necessary.
- Greet and assist visitors to the office.
- Photocopy and print documents on behalf of other colleagues.

LOCATION: 430 East Main Street, Batavia, NY 14020.

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

12/24/2019

DEADLINE:

ASAP

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.