PHOENIX INDIAN CENTER
ESTABLISHED 1947

4520 N. Central Avenue, Suite 250, Phoenix, AZ 85012
Phone (602) 264-6768 Fax 602-274-7486
www.phxindcenter.org

Job Description

JOB TITLE: Administrative Assistant

DATE WRITTEN: May 2019

FUNCTIONAL AREA: Development Department

DATE APPROVED: May 2019

REPORTS TO: Development Director

PREPARED BY: Jolyana Begay-Kroupa

GRADE: Non-Exempt

SALARY: DOE

JOB SUMMARY:

Administrative Assistant duties and responsibilities include providing administrative support through organization and communication. Responsible for confidential and time sensitive material. Ability to effectively communicate verbally and written, ensuring that all duties are completed accurately and delivered with high quality and timely. Relies on experience and judgment to plan and accomplish goals with a wide degree of creativity and expert completion.

MAJOR FUNCTIONS:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Provide information by answering questions and requests
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed
- Administrative duties such as filing, typing, copying, binding, scanning, faxing, bulk mailing and producing letters and labels from batch printing etc.
- Schedule meetings and maintain other's schedules as requested
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Reply to email, telephone or face to face inquiries
- Maintain up-to-date employee holiday records
- Coordinate repairs to office equipment
- Greet and assist visitors to the office

- Photocopy and print out documents on behalf of other colleagues
- Responsible for data entry and report generation
- Event coordination support; organization of minutes, databases and effective venue communication

MINIMUM QUALIFICATIONS:

- Proven admin or assistant experience with high level of professionalism
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Strong attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Extremely proficient in MS Office
- At least 3 years of experience in the field or in a related area
- High school diploma or equivalent combination of education and experience

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with resume and supplemental information form.

Note - All staff requirement:

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements