



Position Description

Job Title

Administrative Assistant

FLSA Status – Non-Exempt

Wage - \$16.00 per hour

Full time - 40 hours a week

Summary

Atlantis Community, Inc., has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

The administrative assistant supports general office functions including a variety of clerical and administrative tasks such as answering phones, notifying staff of visitor arrival, maintaining telecommunications system, managing correspondence, coordinating meetings and travel.

Essential Duties and Responsibilities

- Welcomes and assists visitors to the appropriate staff
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and ordering supplies
- Providing real-time scheduling support by booking appointments and preventing conflicts
- Making travel arrangements, such as booking flights, cars, and making hotel reservations
- Transcribe minutes from meetings, create presentations, and conduct research
- Maintain polite and professional communication via phone, email, and mail
- Generate memos, emails and reports when appropriate
- Assume responsibility for maintenance of office equipment such as copy machines and fax machines
- Answer incoming calls and assume other receptionist duties
- Coordinate a variety of internal and community events
- Coordinate with other office support staff to ensure coverage of duties
- Assist with information and referral as needed

Qualifications

Knowledge, Skill, and Ability

- Excellent written and verbal communication skills
- Provide excellent customer service
- Relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships

- Knowledge of and experience with basic computer skills
- Ability to prioritize and plan effectively
- Must be able to maintain confidentiality
- Must be able to display a good example of customer service.

Education and/or Experience Required

- High school diploma or equivalent
- Advanced degree preferred
- 1 year Customer Service experience
- 1 year of reception or assistant experience preferred

Physical Demands

- Must be able to sit for 30-60 minutes at a time at a desk

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, working environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation/Benefits

Benefits include medical, dental, vision, and paid time off

Important Notes

- This position is Full-Time (40 hours a week), fully benefited position
- Hours are Monday through Thursday, 8:30 AM – 5 PM and Friday, 8:30 AM – 4 PM

To apply for this position, submit a cover letter and resume to hr@atlantiscommunity.org by October 30, 2018. Please include the position title in the subject line.