

JOB DESCRIPTION # 88.4

TITLE: Office Specialist

FUNCTIONAL TITLE: Office Specialist

REPORTS TO: Site Manager

BASIC FUNCTIONS: To be responsible for general knowledge of program requirements, reception (office and telephone), information routing, booking appointments, managing 6-line telephone system, general operation of office equipment, light filing.

QUALIFICATIONS: High school graduate with ability to work independently. Organization and scheduling skills necessary. Ability to communicate well. Must be computer literate and have the ability to multi-task in this fast-paced office. High energy with a willingness to learn is required. Work related experience preferred. Valid Driver's License and ability to drive required.

SCHEDULE: This is a full time position with hours to be determined by programmatic needs.

RESPONSIBILITIES/OBJECTIVES:

- Meet & greet clients
- Book appointments (if required)
- Answer multiline phone system and route calls, take messages as needed
- Provide efficient flow of information, as well as appropriate resource information
- Responsible for incoming and outgoing mail daily
- Light filing/typing
- Photocopying and faxing as needed
- Reordering postage
- Tracking # of copies on copy machines
- Handle supply ordering and distribution of supplies
- Attend periodic staff meetings/trainings
- Have a working knowledge of office equipment
- Other related duties

EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Ability to lift up to 25 lbs. on occasion. Ability to perform primary job functions while standing or sitting for extended periods of time.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date