

Position: Administrative Assistant (Scattered Site)

Job location: Bronx and Queens, NY

Full time: 40 Hours

Position Reports to: Program Director

Responsibilities

- Provide administrative duties as required, including reception duties.
- Handle general clerical duties including the preparation of meeting minutes, meeting notices, reports and correspondence; filing, photocopying and packaging of resource material as required for various program activities.
- Maintain inventory of office supplies and order office supplies as needed.
- Obtain resident related data from clinical department and submit to funding sources. Input Initial residents' data into Foothold database.
- Data entry of applicant's information into funding web base system. Monitor funding web base system on a daily basis for consumer updates.
- Assist staff in maintaining orderly resident records and files.
- Ensure that all office equipment is maintained in good condition. Arrange for repairs and routine maintenance as necessary.
- Any other related duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma or GED with at least two years office experience in human service agency. Excellent typing, filing, telephone communication skills. Experience with PC, Microsoft Word, Microsoft Excel. Bilingual preferred (English/Spanish).

Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

E-mail recruit@uniquepeopleservices.org with Word document attachments; OR
Fax resume and cover letter to (718) 231-7720 Attn. HR

Only applicants being considered for an interview will be contacted.

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