



JOB POSTING

POSTING DATE: April 18, 2018 until filled. Applications received on or before April 24, 2018 will be given priority.

POSITION: ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

- Must be a high school graduate or GED.
- Competent with various computer programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Able to take and reproduce accurate meeting notes.
- Able to professionally answer the telephone and direct inquiries to proper personnel.
- Working knowledge of photocopying and other types of office equipment use.
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123:2-2-02.
- Maintain the ability to pass a drug screen.
- Must be able to maintain the ability to drive company and/or personal vehicles for work purposes.

PREFERRED QUALIFICATIONS:

- Administrative Secretarial experience.
- Experience in a supervisory capacity.

DUTIES:

- Transcribes, types, proofreads, and makes corrections to assigned materials, to include but not limited to: spreadsheets, newsletters, flyers, proposals, reports, plans, forms, meeting agendas, grant applications and correspondence. Takes accurate meeting notes and produces meeting minutes.
- Creates and maintains databases as needed, including reimbursement reports and enrollment reports. Receives input from a variety of sources, gathers and determines the best format to present the information requested. Makes contact as needed to schedule meetings as directed or to gather information. Works cooperatively and maintains a pleasant attitude with the staff, persons served, parents, other organizations and the public. Maintains confidentiality at all times.
- Performs routine clerical tasks that may include but are not limited to: photocopying materials and distributing department correspondence. Requests merchandise/services by completing Purchase Authorizations and serves as the contact person for maintaining specified office equipment (photocopying machines).
- Duties also include personnel support, to include but not be limited to: scheduling interviews, scheduling orientation, and registry and reference checks.
- Responsible for recording, preparing, and distributing meeting minutes for the Non-Profit Board and other meetings attended by the Chief Executive Officer or relevant to the RT Industries program. Compiles informational packets for the monthly Board meeting which include: minutes, informational material, RT policies, sales details and other financial information. Contacts Board members prior to all scheduled meetings. Keyboards, proofs and maintains RT Policies and Procedures. Archives meeting minutes and other material as required. Disseminates policies to RT Industries management staff.
- Handles the Chief Executive Officer's general and interoffice mail. Composes letters of appreciation in reference to donations received for the organization.
- Must have well-developed planning and organizational competencies to stay attuned to a wide variety of tasks. Must use good analysis and judgment to determine appropriate courses of action while working with minimal supervision. This also requires well-developed interpersonal skills to interact with a wide scope of stakeholders inside and outside the organization.
- Supervises the Receptionist and Intermittent Receptionist, assigns work and makes recommendations for hiring or performance management and corrective action. Approves leave requests and functions as daily back-up for positions supervised as determined by the current set schedule. Trains/orients temporary Receptionists as scheduled.
- Performs other routine tasks as assigned.

HOURS: Forty (40) hours per week, 7:30 a.m. – 4:00 p.m. with a half hour unpaid lunch.

SALARY: \$11.10 per hour or more depending upon experience, education and knowledge.

FLSA: Non-exempt from overtime.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The RTI application can be completed at RT Industries or downloaded at www.rtindustries.org/careers.

Email: michelle.ezerski@rtindustries.org