



## **Job Description**

**Position:** Program Administrative Assistant

**Reports to:** Programs Director

**FLSA Status:** Non-exempt

### **JOB PURPOSE AND REPORTING STRUCTURE:**

Under the direction of the Program Director, the Administrative Assistant performs a wide variety of tasks related to office, grant, and program operations, in accordance with company policies and procedures. Handles details of a confidential nature and operates with good initiative.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs a variety of clerical tasks, including but not limited to:

- Typing, editing, proof reading, copying and distributing memos, reports, letters, etc.
- Scanning & filing documents.
- Answering incoming calls and forwarding to appropriate employee and/or taking messages; placing outside calls as requested.
- Manages visitor and employee calendars and schedules conference room meetings on calendar; orders breakfast and/or lunch items for meetings; sets up/cleans up for breakfast and/or lunch meetings; pick-up breakfast and/or lunch items, when needed.
- Process payroll on Paychex.
- Performs clerical tasks for other departments, as assigned, such as folding, sorting and stuffing envelopes, miscellaneous data entry, preparing and maintaining files and compiling data for and preparing a variety of records and reports.
- Manages meeting room supplies; manages general office supplies; places orders for supplies and maintains stock levels. Orders supplies for staff, as needed.
- Opens, sorts, and distributes incoming mail; prepares outbound postage.
- Screens and checks-in visitors in accordance with corporate compliance policies and procedures.
- Coordinates information on on-site contractors pertaining to orientation schedule and liability insurance documentation.
- Creates and/or maintains reception training documents.

- Prepares new hire orientation binders and collaborates with Human Resources on maintaining updated orientation materials.
- Assists with company events and orders supplies as needed.
- Performs other related duties, including special projects, as assigned.
- Performs light housekeeping of visitor areas, kitchen and meeting rooms.
- Follow and comply with all safety and work rules and regulations.
- Maintain departmental housekeeping standards.

**EDUCATION and/or EXPERIENCE:**

- Must be a self-starter with a positive attitude.
- Must be a continuous learner always willing to take on a new assignment.
- Requires education generally equivalent to four years of high school.
- Associate's Degree preferred.
- Requires accurate typing skills.
- Must be proficient in Microsoft Word, Excel and PowerPoint.
- Paychex experience a plus

**To apply**, please submit resume and cover letter to: [jobs@uncom-milw.org](mailto:jobs@uncom-milw.org).

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