



JOB DESCRIPTION

POSITION: Secretary
PROJECT/PROGRAM: Weatherization
SUPERVISOR: Director

Summary:

The Secretary will manage the Leads from Hancock, client communications, and outreach.

Provides administrative support to ensure efficient operation of the office and carry out administrative and clerical duties.

- Answer and direct phone calls.
- Organize and schedule appointments.
- Typing, copying, binding etc.
- Plan meetings and take detailed minutes.
- Process bills and payment vouchers
- Write and distribute emails, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Analyzes Leads Listing and selects Leads to be forwarded for processing.
- Maintaining confidential files of the office.
- Maintaining a calendar of appointments and obligations for one or more staff members assigned.
- Greeting and screening callers who contact the assigned office either in person or by telephone
- Analyzes Leads Listing and selects Leads for processing.
- Scheduling interviews/appointments and preparing appointment schedules for supervisors when the office manager is not available.
- Attending and participating in staff meetings and training sessions
- Performing client communication.
- Sending outreach material and surveys to clients
- Maintaining inventory of equipment and other materials
- Generating lists and reports weekly/monthly or as directed by supervisor(s)
- Preparing purchase orders and monthly bills as needed
- Other duties assigned.

Qualifications

- Must have Organizational skills.
- Must have Communication skills.
- Must be able to work independently.
- Must have time management skills.
- Ability to build a collaborative relationship within the department and other departments.
- Must have customer service skills and be friendly.
- Ability to resolve complaints and problem resolution.
- Must be Proficient with Microsoft Office products (Excel, Word, PowerPoint)
- Ability to use Microsoft Outlook
- Two years of full-time related work experience with one year's computer experience or 4 years of secretarial experience.
- Must have at least a high school diploma or GED equivalent.

Interested applicants should send resume & cover letter to resumes@shoreup.org