

## **Duties and Responsibilities Administration Assistant**

1. Responsible for helping the office establish and maintain a professional relationship with parents, staff and external vendors and/or clients
2. Greets and directs /escorts all visitors to the appropriate department; Expect heavy traffic during summer months
3. Answers multi-line telephone and directs all incoming calls to appropriate party promptly and efficiently in a pleasant and professional manner; Expect high call volume
4. Takes ownership of phones, phone coverage and overall receptionist position
5. Handles basic clerical tasks such as filing, typing, photocopying, making labels, mailings (sorting, stamping mail accordingly), as well as maintaining the mail machine
6. Handles basic communications - produces and distributes correspondence memos, letters, faxes, and forms
7. Ensures organization and cleanliness of common areas and storage space
8. Assists with administrative duties in the office, as needed.
9. Required to understand and provide front line support for all Gersh Organization programs and services
10. Manages company's general voicemail box; proactively maintains and updates company phone list
11. Maintains office and pantry supplies and places orders proactively
12. Makes deliveries to US Post Office, FedEx and/or UPS if needed.
13. Creates flyers using MS Publisher and MS Word
14. Acts as liaison with the facilities department on maintenance requests
15. Facilitates conference room booking process, assists with scheduling
16. Monitors workplace and arranges periodic office upkeep; liaise with facilities department to arrange services, as needed
17. Provides support for event preparation, including creation of nametags, mailing campaigns, etc.
18. Conducts online research, as needed
19. Must be willing to work hands on with people with disabilities.
20. Must always be respectful and kind to students and staff.