

Position Title: Administrative Assistant/Intake Specialist

Position Description: The Administrative Assistant/Intake Specialist is a full-time hourly position responsible for Direct Client Service intake and assisting the Executive Director and Office Manager with various secretarial duties.

Salary Range: \$11 to \$14 per hour

Hours: Monday – Thursday, 8:30 AM – 5:30 PM and Friday, 8:30 AM to 12:30 PM

Major Duties and Responsibilities:

Answer phone and greet guests to office; Primary contact for all clients; Assist clients coming into office with applications, allotments, and information; Measure and fit ladies with wigs, bras, and breast prostheses; Maintain clients' files and enter all client information into Access database; Communicate with physicians' offices; Compose and send out letters for memorials, contributions, and fundraisers; Maintain and inventory nutrition room daily (including donated) and update Excel spreadsheet; Maintain inventory levels for all stationary (letterhead, envelopes, remittance envelopes, etc.) and inform Office Manager when levels are low; Train and shop at the United Way's Gifts in Kind Center (GIKC) as needed; Assist with fundraisers and wellness fairs as needed; Any other duties assigned by the Executive Director or Office Manager

Job Specifications:

Minimum of a high school diploma with at least 3 years of general office experience; Must be able to lift 25 pounds; Ability to operate multi-line telephone system, copier/scanner, postage meter, fax machine, and all other office equipment; Experience with office administration and customer service required; Proficient in Microsoft Office 2003 or higher (**especially Word, Excel and Access**); Excellent written, verbal and listening communication skills; Excellent organizational and time management skills with ability to prioritize; Team attitude with strong customer focus

Must be able to:

Pay attention to detail with a high level of accuracy; Work with minimal supervision; Meet deadlines; Work independently and as part of a team; Effectively manage multiple projects; Demonstrate flexibility; Exercise sound judgement and decision-making; Handle confidential information discreetly

Email resume with salary requirements to info@cancerassociation.org