



The Massachusetts VFW Service Office has an opening as described.

DEPARTMENT: Service Office
JOB TITLE: Administrative Assistant
SALARY: \$20-\$22 Per Hour
FULL TIME 37 ½ Hrs.

NATURE OF WORK:

Administrative Assistant responsibilities include preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

A successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office and adhere to confidentiality policies at all times.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Answer and direct phone calls
- Organize and schedule appointments
- Create and maintain a calendar so appointments will not be missed
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and que
- Ensure office and remote employees are stocked with supplies needed.
- Ability to type 30-40 words per minute
- Maintain a professional and friendly environment when communicating with others.
- Assures correspondence adheres to standard layouts of routine business documents and ensures proper spelling and grammar.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Position requires superior organizational skills including typing, letter composition, word processing, spreadsheet applications, human relations, and advanced personal computer skills.

SCOPE OF POSITION:

Position reports directly to the State Service Officer.

Must be able to plan, develop and implement the vital administrative and operational programs, determine priorities of tasks and projects where no detailed directions have been given, and assure that routine and scheduled tasks are completed despite intervening work.

Position requires a high degree of confidentiality and discretion.

Position requires that he/she be a team player and able to work in a collaborative fashion with other staff to improve effectiveness and efficiency of operations.

Typical contacts are with Veterans, Partner Organizations, Department Adjutant, Quartermaster, Headquarters staff, and Department Leadership

WORKING CONDITONS:

Office working conditions. Position requires use of computers, software programs, office equipment, and the telephone up to 75% of the workday.

MAJOR ACCOUNTABILITIES:

Ensure all return office correspondence, filing and paperwork is completed in a timely and effective manner.

Ensure mail and other correspondence is received daily in a timely manner.

Ensure all administrative functions are accomplished in a timely manner.

The above duties are general in nature and are not intended to reflect all the duties that may be required.

REQUIREMENTS:

- High School Education, College Degree, or credits and experience preferred.
- Prior experience in veterans' service is a strongly desired.
- All applicants must pass a background check.

If you are interested in this position please send resume and cover letter to:

Email: Delray.Dorsey@va.gov

Mail: VFW Service Office JFK Federal Building, Room 1500-C Boston, MA 02203