



Position Title: Administrative Assistant

To apply – Send Resume, cover letter and 3 professional references to: executive@manelu.org

- This is a one year grant funded position and is contingent on the availability of funds.
- We are looking to hire as soon as possible.

Job Description:

We are looking for a talented and hard-working Administrative Assistant to join our team. Work will be conducted at the offices of Mañe'lu and the Micronesian Resource Center One-Stop Shop. This is a **full-time position** that mainly comprises of clerical tasks and data entry.

Qualifications:

Priority is given to candidates who meet the following qualifications

- High school diploma required
- 2-years' experience working in an office
- Valid Guam driver's license and ability to be covered by agency liability insurance (Requirement)
- Proficient in Microsoft Office, most especially Microsoft Excel
- Strong written, verbal and interpersonal skills
- Strong attention to detail and ability to multitask
- Excellent communication skills
- Strong organizational skills
- Time management skills
- Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks

Responsibilities Include:

- Answer and direct phone calls
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Maintain and update accurate files
- Serve as a representative of the organization and promote its programs
- Other administrative tasks related to the organization's operations.