

Job Description for the Administrative Assistant

Responsibilities

- Be proficient with computer skills and typing skills. Knowledge of Microsoft office programs.
- Have an operational knowledge of office machines.
- Assist the Director in compiling information for required reports and files.
- Schedule home delivery meals and transportation needs for each day.
- Compile all billing for congregate meals, home delivery, and transportation.
- Manage money during lunch for meals and donations and make daily deposits.
- Manage the "My Senior Center program".
- Keep records required for accurate bookkeeping practices and for the accountant.
- Make arrangements for Board meetings and notify involved persons.
- Complete bus driver training in order to substitute as bus driver as needed.
- Create and mail/publish the newsletter.
- Update Facebook page or website on a regularly under the direction of the Director.
- Schedule required training for all employees.
- Follow the established chain of command at all times.
- Maintain a good relationship with the senior citizens, staff, and guests.
- Work cooperatively with co-workers to accomplish the Centers goals.
- Respect confidentiality at all times, in and out of the office.
- Perform other duties as assigned by the Director or any other high authority as may be necessary.
- Assist as needed under the Directors leadership.