



TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION:

ADMINISTRATIVE ASSISTANT I - Reception

GENERAL DESCRIPTION:

Under the direction & supervision of the agency's HR Supervisor, the Administrative Assistant – Reception/Front Office is responsible for a variety of clerical and support tasks related to Tapestry Family Services' operations, programs, and services. The Administrative Assistant – Reception/Front Office is the first point-of-contact for clients, foster parents, service providers and the public who call or visit the Tapestry Family Services offices. The Receptionist greets the public, answers the phones, provides information, and refers people to Tapestry staff as appropriate. The Administrative Assistant – Reception/Front Office maintains a variety of tracking systems and provides various types of agency support for Tapestry staff, including data entry into a variety of formats and databases, and back-up transportation services to mental health clients. The Administrative Assistant – Reception/Front Office is responsible for maintaining cleanliness and order for all common areas.

MINIMUM QUALIFICATIONS:

- Must be open and friendly when working with the public and office staff.
- Consistent positive attitude and genuine team player.
- Must possess a valid driver's license for at least 2 years.
- Strong computer skills and knowledge of various computer programs, including, Microsoft Word, Microsoft Excel, Microsoft Outlook.
- Strong spelling, grammar and writing skills.
- Knowledge of the functions, principles and operations of public social service programs preferred.
- Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.

BENEFITS:

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

CONDITIONS OF EMPLOYMENT:

Clear background check with DOJ, CACI, FBI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.
Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY:

Email Resume to humanresources@tapestryfs.org

Admin Assistant I Hourly Range: \$18.39-22.35 DOE