

## **Lutheran Services Carolinas Job Description**

**Job Title:** Administrative Assistant

**Supervisor (title):** Executive Assistant

**Department:** Administration

**Approved by:** B. Welch Thomas



**Date:** 1/2/2017

### **Position Purpose/Summary:**

Perform a wide range of administrative and office support activities for Lutheran Services Carolinas.

**Essential Functions** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*):

1. Receptionist duties, including answering the phone, welcoming visitors to the building, and opening incoming mail and processing accordingly.
2. Scheduling meetings/appointments through Outlook and/or various online scheduling programs.
3. Ability to write, edit and produce routine correspondence and other LSC materials.
4. Production of mass mailings and donor acknowledgment materials utilizing mail merge and/or donor software.
5. Manage senior-services-wide authorized driver records process.
6. Produce surveys through online survey program(s) within defined parameters.
7. Order various office supplies and maintain inventory of same as directed.
8. Perform other duties as deemed necessary for the orderly operation of LSC.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

**N/A**

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: H.S. diploma

Experience: Minimum 1 year office experience.

Specific skills/abilities: Proficiency with computers and Microsoft office software. Cordial with staff, residents/clients, business contacts, etc. Knowledge of clerical and administrative procedures and systems. Proven ability to communicate in English language. Maintain confidentiality with information received.

Specialized knowledge, licenses, etc: N/A

**Preferences (Optional):** *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

- 1. Five years of previous progressive office experience.
- 2. Two-year associate degree in office technology or its equivalent.
- 3. Knowledge of and the ability to relate effectively to the constituencies of LSC.

**Working Conditions/Physical Requirements:** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- 1. Usual office conditions apply, sitting at desk, behind computer for extended period of time.
- 2. Ambulatory throughout all areas of facility.
- 3. Ability to bend, stoop to floor, reach overhead.
- 4. Ability to lift and carry minimum of 10 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***