

## **JOB POSTING – ADMINISTRATION OFFICE**

**POSITION:** Administrative Assistant  
Full-time (Monday through Friday; 8:30 to 4:30)

**POSITION MANAGER:** Human Resources Manager

**POSTING PERIOD:** July 16, 2021, until filled

### **APPLICATION PROCESS:**

Mail a resume and/or a Letter of Interest to Human Resources, St. Vincent de Paul, 124 W. Apple St., Dayton, OH 45402 **or email**, with appropriate attachments: [hr@stvincentdayton.org](mailto:hr@stvincentdayton.org).

### **Summary of Position Responsibilities:**

The Administrative Assistant provides direct administrative support to managers, directors, the Executive Director, the Community Board, and the Board of Trustees as needed. This individual maintains staff and event schedules and calendar; and, otherwise relieves staff of clerical work and minor administrative and business details. The Administrative Assistant is privy to sensitive information and is expected to maintain a high level of confidentiality. The Administrative Assistant greets visitors and answers phones, makes referrals for conference assistance, sorts and distributes mail. Primary administrator to the Vehicle Donation Program, processing transporting of vehicles for auction and title transfers on donated vehicles in a timely manner. This individual is also responsible for maintaining office inventory and ordering supplies as needed.

### **QUALIFICATIONS:**

- High School Diploma required; A.A. or B.A. in related field preferred
- 5+ years' proven experience working in an office environment, preferably in a supportive role to an executive staff person. Experience working in a non-profit organization preferred.
- Must have excellent software/database skills
- Demonstrated ability to maintain professional boundaries when working with staff, volunteers, callers, and visitors.
- Must be able to walk and stand for extended periods of time
- Must be able to pass drug screen and background check