

Office Assistant

Summary

The Office Assistant position regularly performs critical clerical and administrative assigned projects and tasks for the Fairhill Center senior staff that helps to ensure the protection, safety, and operational efficiency of the Fairhill Center and it's employees, visitors, clients, patients, volunteers and tenants, to the best of his/her ability.

Responsibilities

- Assists staff with typing, filing, organizational and moderate administrative activities on an ongoing basis;
- Provides general office support for different members of the staff as needed including but not limited to data entry, telephone calls, information retrieval, etc.;
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

Qualifications

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience in administrative area;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrates strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Demonstrates ability to work willingly in a team by assisting co-workers as needed.