



ADMINISTRATIVE ASSISTANT

Knowledge, Skills & Abilities

Must possess, at a minimum:

- High school diploma. Administrative Assistant experience.
- Knowledge of Google Apps, MS Office, Printer systems, VoIP Phones, Purchasing and Organizational processes.
- Data Entry experience.

Preferred:

- A degree in Business Administrative work relating to the duties of the position.
- Nonprofit experience a plus.

Key Competencies:

- Positive energy and welcoming demeanor.
- High level of confidentiality, respect and integrity.
- Solid written and oral communication skills and excellent phone manner.
- High proficiency in MS Office and Google Apps – to include spreadsheets, data entry, and proofreading.
- Ability to multi-task and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Takes direction with minimal assistance – must be a self-starter and independent worker.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Excellent Coordination / Organizational skills with individuals and groups.
- Commitment to HOPE's mission.

Work Environment:

- Floating office environment.
- Must have a valid Florida Driver's License.
- Ability to lift 20lbs.
- Must pass background check.
- Excellent organizational, verbal and written communication skills
- Detail oriented under pressure while meeting all applicable deadlines in fast-paced environment