

HELPING MAMAS

Administrative Assistant

Job Purpose / Objective

The purpose of the Administrative Assistant role is to perform a wide range of administrative and office support activities for the Helping Mamas team to facilitate the efficient operation of the organization.

Essential Functions & Primary Duties

- Answer, screen and transfer inbound phone calls
- Receive and direct visitors
- General clerical duties
- Manage information requests and referrals
- Schedule appointments and maintain calendars
- Schedule and coordinate meetings
- Maintain office supply inventories
- Manage incoming and outgoing mail and packages
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Data Entry

Qualifications Required

- Proficient in Microsoft Office, Word, Excel
- Communication and collaboration
- Strong organizational skills
- Strong oral and written communications
- Ability to multi-task, work independently and as a team.
- Bilingual (Spanish) is a plus

Salary Range

- \$35,000-\$45,000

To Apply

Send cover letter and resume/CV to careers@helpingmamas.org.