

JOB DESCRIPTION

Title: Receptionist/Administrative Assistant
Hours: Monday – Friday, 9-5 or part time 9-1 (negotiable)
Pay: Non-exempt \$10.00/hour to start

Definition of Position:

Under supervision will provide basic clerical support to administrative office as well as greeting and providing assistance to clientele, donors and visitors. Clerical support will include filing, sorting mail, and creating documents in Microsoft applications as well as operating other standard office equipment.

Minimum Qualifications:

- A desire to serve Christ by serving others
- Graduation from high school or GED
- Two years office experience

Knowledge, Skills, and Abilities:

- Able to demonstrate proficiency in using Microsoft applications including Word, Excel, and ideally Publisher
- Knowledge and use of correct grammar and spelling
- Ability to perform detailed tasks with precision and accuracy
- Physically able to get around large building and able to lift and carry 25 pounds

Job Duties:

- Answer multiline phone - answer routine questions, make appropriate referrals, take accurate messages
- Greet visitors
- Receive donations, write receipts, and see that donations are distributed appropriately
- Take inventory of janitorial paper supplies and maintain supply room
- Label and file client files
- Provide faxing and copying services to staff and clientele
- Print and stock in-house forms
- Sort and deliver mail
- Help prepare mailing of monthly newsletter
- Perform other related duties as assigned

Immediate Supervisor: Office Manager

To apply: Submit your resume in person at Fairbanks Rescue Mission, 723 27th Avenue or by e-mail to michelle@fairbanksrescuemission.org. We are accepting applications through September 10th. A copy of the job description is available at www.fairbanksrescuemission.org.