

NPO Name: Children's Health Center

Position: Administrative Assistant

Supervisor: Center Manager

Schedule: Full time

POSITION SUMMARY

The Administrative Assistant provides administrative support to the Center Manager, professional staff, and the Board of Directors. The position is responsible for assuring that the Center's administrative functions run smoothly and efficiently.

RESPONSIBILITIES

- Schedule meetings and events
- Prepare agendas for meetings
- Prepare and duplicate materials for meetings
- Prepare meeting minutes
- Update client and donor databases and assure their accuracy
- Prepare reports for the Center Manager and the Board of Directors as required.
- Provide orientation to computer system to new employees
- Maintain supply inventory
- Order supplies as needed
- Assist Center Manager or staff with reports or presentations
- Answer telephone and greet visitors
- Other duties as assigned

QUALIFICATIONS

Minimum qualifications include:

- High school diploma and at least two years work experience
- Ability to use MS Office products: Word, Excel, Outlook, PowerPoint
- Highly organized and able to plan work without much supervision
- Ability to multitask and perform effectively under pressure
- Good communication skills (both written and oral) in Vietnamese and English
- Ability to network and communicate effectively with various audiences including senior level

Preferred qualifications include:

- Combined four years of full-time work experience and/or higher education
- Experience with mail merges
- Experience with database management

OTHER REQUESTS

- ♦ Must be a Vietnamese citizen.
- ♦ Must be flexible and willing to work both independently as part of a team.
- ♦ Must will be pro-active and results oriented.
- ♦ Confidentiality – Employees must sign a confidentiality agreement and may not share organizational materials without the express written permission from a supervisor