



Job Title: Administrative Assistant

Reports to: Director of Operations

Shift: Monday-Friday 8:30 a.m.-5:00 p.m.

Salary: \$19.00-\$20.00 per hour, 40 hours per week

Classification: Non-exempt

Organization Mission:

To house and support the most vulnerable residents of the Sierra region.

Position Summary:

The Administrative Assistant provides administrative support to the CEO, COO, Director of Operations and Director of Programs. The AA will provide support in the following areas: organize and schedule appointments and meetings, maintain contact lists, produce and distribute correspondence memos, letters, faxes, and forms, assist in the preparation of reports, maintain filing system, order office supplies, take accurate minutes of meetings, schedule vendors, order housing supplies, cover the reception desk when needed, handle sensitive information in a confidential manner, receive, sort and distribute mail, troubleshoot office issues as needed, support the overall administrative team, and more.

Essential Duties:

- Provide administrative support to Chief Executive and Chief Operating Officers
- Assist Data Analyst with monthly, quarterly and annual reports and HMIS management
- Assist Operations Manager with monthly invoices and bills, create and print agency checks, review payroll
- Draft memos and put together presentations
- Schedule vendors/contractors and track and follow up to ensure work orders are completed
- Attend bi-monthly board meetings and take minutes
- Provide front desk coverage as back up to Receptionist as needed
- Office filing and organization
- Other duties as assigned

Qualifications Required:



- At least 18 years of age
- High school diploma
- 2 years of experience completing Administrative Assistant tasks
- Moderate skill level with Excel
- Ability to learn tasks quickly and problem solve challenges
- Willingness to complete job related tasks and accept training
- A positive attitude, ability to work well with different personalities, cultures and backgrounds

Qualifications Preferred:

- Bachelor's degree
- Knowledge of Quickbooks
- HMIS experience
- Knowledge of PowerPoint

Livescan clearance, drug and alcohol testing, and criminal background checks are required pre-employment.

AMIH is an equal opportunity and drug free employer.