



## San Antonio Lifetime Recovery dba Lifetime Recovery

### Job Description

<b>Job Title:</b>	<b>Administrative Assistant</b>	<b>Prepared By:</b>
<b>Department:</b>	<b>Administration</b>	<b>Approved By:</b>
<b>Reports To:</b>	<b>CEO</b>	<b>Approved Date:</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Review Date:</b>

### Summary

The Administrative Assistant performs operational support tasks for CEO and supporting staff as required.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned, as needed.

- Corporate receptionist, prime receptionist for Chief Executive Officer, screening and prioritizing calls for the CEO.
- Maintains CEO calendar and other correspondence, preparing written correspondence, resolving calendar conflicts.
- Maintains board of directors' calendar: assist CEO's correspondence with and scheduling and recording of Board of Directors meetings, committees, and activities; prepares timely notices for meetings, post information to appropriate website. Contract board members as requested by the CEO.
- Welcome guests and customers by greeting them, in person or on the telephone and answering or directing inquiries.
- Prepares reports by collecting and analyzing information.
- Maintains customer confidence and protects operations by keeping information confidential.
- Provides historical reference by developing and utilizing filing and retrieval system and recording meeting discussions.
- Board Liaison-distribution of materials.
- Board recordkeeping
- Data base Entry-Assist with Mailings, Bylaws, Policies and Procedures.

- Contributes to team effort by accomplishing related results as needed.
- Assist the Accounting Office
- Assist with documentation and other activities for Quality Assurance Mgt. and Human Resources, as needed.

## **Qualifications**

- Working knowledge of business English, grammar, and other office procedures
- Knowledge of office management principles, procedures, and equipment
- Skilled in use of computer office software
- Ability to deal with staff, clients, Board members and the public in a pleasant and efficient manner.
- Ability to develop and maintain effective working relationships, both external and internal.
- Ability to maintain absolute confidentiality of medical and personal information, both staff and client.
- employment
- Time management skills
- Organizational skills
- Presentation skills
- Travel logistics

## **Education and/or Experience**

- High School diploma or GED equivalent required. Thirty (30) days hours credit from an accredited college or university OR one (1) year relevant work experience is preferred.
- Business training and/or experience preferred, plus one (1) full-time clerical and/or administrative experience, with demonstrated success in positions of increased responsibility.
- Experience in Microsoft Office Suite
- Willingness and Ability to learn new software
- Prefer experience in non-profit sector
- Experience in managing multiple calendars
- Experience in booking travel
- Skilled use of graphic design and web-based products a plus but not required.
- Must undergo a TCIC criminal background investigation
- Willing to undergo entry drug testing's as well as random testing during
- If in recovery, having at least two years free from addictive chemical abuse or dependency and maintain continuous sobriety.

## **Training Requirements**

Annual Required Training

## **Language Skills**

**English, Spanish** (*not required*)

## **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions.

## **Additional Requirements**

The employee will attend work regularly in accordance with agency leave policy.