

Job Announcement

Take Charge Administrative Assistant. The Administrative Assistant's overall function is to maintain a well-run office and to be responsible for the office practices of the organization. The Administrative Assistant will be the primary contact between the public and the staff. A pleasant, knowledgeable, helpful manner is essential in all dealings with the public and the staff. The Administrative Assistant will be part of a team whose responsibility is service to the consumer and the community.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Provide clerical support for Executive Director, Board of Directors and staff, including maintenance of office clerical filing systems

Perform human resources support functions including maintaining personnel files and coordinating benefits

EDUCATION, TRAINING AND EXPERIENCE:

- ◆ Minimum high school graduate or equivalent
- ◆ Two years experience typing, record keeping and office management skills
- ◆ Excellent verbal and written communication skills
- ◆ Experience using computer (hardware and software), TTY and other office equipment such as typewriter, photocopier, calculator, etc.
- ◆ Demonstrated experience with and sensitivity to disabilities

Persons with disability are encouraged to apply. **No phone calls please.** Submit cover letter and resume along with disAbility Resource Center application to:

Administrative Assistant

disAbility Resource Center

409 Progress St.

Fredericksburg, VA 22401

Or forward electronic documents to drc@cildrc.org