



Job Posting

Job Title: Executive Assistant
Job Status: Permanent, Full-time, Hourly & Non-Exempt

STATEMENT OF THE JOB:

Responsible for the implementation of office procedures and secretarial/administrative duties related to the day-to-day operations at Gryphon Place. Responsible for providing clerical services to the Chief Executive Officer, Board of Directors and Committees.

ESSENTIAL FUNCTIONS:

- Responsible for administrative duties for Chief Executive Officer. Responsibilities include screening calls; managing calendars; managing travel, meeting and event arrangements; preparing reports; coordination of training, supervisions and other meetings
- Responsible for the establishment and maintenance of efficient and effective general office procedures
- Responsible for completing clerical services such as typing, filing, mailing etc., including supervision of temporary clerical services
- Assist in the coordination of Board activity including the preparation and dissemination of Board materials and the scheduling of meetings
- Maintain positive communications and cooperation at all times between services areas, within service areas, the administration office and Board of Directors
- Responsible for processing payments when required
- Responsible for data entry and maintenance of Donor Database and processing of Thank You Letters to donors
- Welcome visitors at front desk and direct where needed
- Transfer calls and forward messages to Gryphon Place staff
- Responsible for opening the office at beginning of day and closing the office at the end of day
- Provide support as needed to Finance and Human Resources regarding bookkeeping/accounting tasks and personnel related tasks

QUALIFICATIONS AND EXPERIENCE:

- Associate's Degree or equivalent in Business School and two years of experience in an administrative role

KNOWLEDGE / SKILLS / ABILITIES:

- Strong computer and internet research skills
- Flexibility
- Excellent interpersonal skills
- Project coordination experience
- Sensitivity to confidential matters
- Great organizational skills
- Proficient in MS Office
- Great communication skills
- Excellent writing skills
- Ability to shift from one task to another

- Fast-paced

RATE OF PAY: \$11-12/hour

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status.

Submit cover letter and resume by Friday, August 19th, 2016 at 4pm

Mail:

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