

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**Title:** Administrative Assistant to the Offices of LIFE/NACMS/MLFI

**LOCATION:** The Marianist Center, Philadelphia, PA

**FLSA:** Nonexempt

**General Summary:** The Administrative Assistant is responsible for providing clerical support and related services to the professional staffs of LIFE (Living n Faith Experience), NACMS (North American Center for Marianist Studies) and MLFI (Marianist Lay Formation Initiative) by completing general office procedures.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Presents a welcoming liaison between offices and/or individuals contacting or visiting the office.
2. Executes correspondence, reports, and communications as directed.
3. Assists the Office Coordinator when necessary to contact outside skilled assistance or in the maintenance of the office equipment.
4. Maintain accurate inventory of all equipment, computer hardware and office supplies.
5. Recommends to the Office Coordinator items for purchase as needed.
6. Create, design and distribute brochures and e-newsletters.
7. Files and maintains the various documents.
8. Receives, reviews, sorts and prioritizes the mail as requested. Alerts appropriate department head of any items of particular significance. This includes electronic mail when requested.
9. Answers, screens and places calls for as requested. Responds to calls requesting general information.
10. Coordinates appointments as requested.
11. Pick-up/drop off visitors at airport; make other business related errands.
12. Willingness to support the vision and values of the Marianist.
13. Completes routine or special projects as assigned.
14. Assists with other tasks as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Appropriate level of secretarial experiences including proficiency in Microsoft Office applications, QuickBooks, and Constant Contact...
2. Excellent oral and written communication skills.
3. Ability to maintain confidentiality and to establish and rearrange priorities.
4. Experience with travel arrangements.
5. Possesses outstanding organizational skills, the ability to communicate complex issues, and manage multiple projects simultaneously.
6. Ability to work with minimum supervision, beginning projects independently and bring them to a conclusion on a timely basis.
7. Requires attention to detail and be able to work under pressure of deadlines.
8. Available to work occasional nights and weekends.

**PHYSICAL DEMANDS:**

Work is generally in an office setting. Ability to travel alone by car. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

**REASONABLE ACCOMMODATIONS:**

Lifting up to twenty pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. The remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

**Salary and Benefits:**

Competitive salary and benefit package includes medical, dental, vision, life, LTD, paid holidays and paid time off.

**To Apply:**

Email by April 30, 2015, cover letter with resume and salary requirements to:

[megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)