

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Administrative Assistant

LOCATION: St. Louis

Reports To: Office Manager

FLSA: Hourly (40 hours/week)

General Summary: The Administrative Assistant is responsible for providing clerical support and related services to the Office of Temporalities. The Administrative Assistant performs general office procedures in order to assist the departmental staff in completing the necessary administrative tasks of their work.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- ❖ Performs general office tasks including but not limited to typing, preparing correspondence, reports, spreadsheets, other documents as necessary for a finance office
- ❖ Assists Office Administrator in the accounts payable process as needed
- ❖ Assists with the office accounting system as needed
- ❖ Process medical invoices for the brothers for payment to providers or reimbursements to the communities
- ❖ Primary contact with medical insurance provider for the brothers
- ❖ Assists in property/auto/liability insurance as requested
- ❖ Organizes in person and virtual meetings for the office as needed
- ❖ Maintains the filing systems for accounts payable, medical insurance, Social Security/Medicare, and personnel files for the brothers
- ❖ Maintains list of community business managers and oversees communication with them as needed
- ❖ Handles confidential and sensitive information with professionalism and discretion
- ❖ Willingness to support the vision and values of the Marianists
- ❖ Other duties as assigned by the Office Manager

QUALIFICATIONS & EXPERIENCE

- ❖ Appropriate level of secretarial experience.
- ❖ Experience in clerical functions and programs, including a high proficiency with typing and proofreading and the Microsoft Office Suite (Word, Excel, Outlook).
- ❖ Excellent oral and written communication skills
- ❖ Excellent organizational and time management skills
- ❖ Ability to maintain the confidentiality of privileged and sensitive information
- ❖ Work independently, set priorities, and meet deadlines
- ❖ Proficient in using computers and other office equipment
- ❖ Minimal understanding of bookkeeping functions
- ❖ Basic knowledge of medical, property, liability, and auto insurance

LOCATION & HOURS

This position is located at the Province offices in St. Louis. As a public-facing office at the service of the mission of the provincialate, you will be expected to keep regular work hours as determined by your supervisor.

PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to handle, lift objects and or materials of up to 25 pounds. Must be able to use a telephone (hear and speak) and use a computer. Must be able to travel by car or air.

REASONABLE ACCOMMODATIONS

Lifting up to 25 pounds is essential for this position. Lifting weights above 25 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 they 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, 403B, thirteen paid holidays, and generous paid time off.

For consideration, please email cover letter and resume to:
megarcia@sm-usa.org