



Job title *Partner Services Administrative Assistant*

Reports to *Partner Services Deputy Divisional Leader*

Job purpose

The purpose of this position is to act as custodian of administrative documents, records, as well as monitor processes and procedures for Partner Services.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Assist and support Partner Services Dream Team members
- Have / Obtain and maintain mastery of CLUB1040 File Maker Pro, and MS Excel
- Distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Maintain a filing system
- Inventory and request office supplies
- Provide general support to Partner Services Deputy Divisional Leader

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Office Administration
- Proficient in MS Office, File Maker Pro
- Experienced in project and multiple task management

Working conditions

Office and computer work / Incoming and Outgoing phone calls / Mail processing.

Physical requirements

Sitting at a computer for extended periods of time; receiving deliveries – sometimes boxes of printed material weighing in excess of 25 lbs.

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*