**JOB DESCRIPTION**

# Administrative Assistant

**Functional Description:**

Great Plains Youth & Family Services, Inc. is seeking a full-time position that is responsible for coordinating all administrative activities related to the agency’s personnel. The duties include but are not limited to onboarding new employees, staff training, overseeing policy and procedures. Must have knowledge in compliance with industry regulations on both state and federal level. This position is responsible for all clerical support to management and program staff within the agency.

# Office Location:

111 Sequoyah Lane Altus, OK 73521

# Examples of Duties Performed:

* Assist in answering a multi-line telephone system, take messages and route to appropriate personnel, client or guest greeting and directing.
* Must keep detailed records of job descriptions, schedule interviews for job candidates and conduct onboarding and new employee orientation.
* Will field complaints from employees and use a structured system to respond to any issues within the organization.
* Demonstrated proficiency in the Microsoft Office, Adobe, Canva, etc
* Learn the human resources information system that GPYFS uses called BambooHR
* Ability to create a culture of diversity, inclusivity, collaboration and teamwork
* Obtain agency/service needs assessments from contributors.
* Order memorial plaques & records and sends memorial acknowledgements to families and contributors.
* Copy, distribute, and log incoming/outgoing mail and receipt any money.
* Operate and maintain office machines such as printers, phones, security system and assist in general office maintenance issues.
* General office/clerical duties.
* Order office supplies.
* Assist staff with special events, including Giving Tuesday, Gifts of Hope, Fill the Bus for A+, Celebration of Freedom, and Hometown Harvest.
* Other duties as assigned by the Business Manager and Executive Director.

# Immediate Supervisor:

Executive Director

# Education and Experience Requirements:

A high school diploma and two years general office experience including business computer skills is required. Must have the ability to interact with others effectively and professionally. Must be able to prioritize a heavy workload in a multi-tasked environment, maintain confidentiality, pay close attention to detail, and interact with an interdepartmental organization. Must have excellent editing and writing skills. Other skills include:

* Ability to communicate effectively and maintain professional confidentiality and ethics.
* Valid driver’s license, automobile insurance and own vehicle for travel throughout the seven- county service delivery area. Travel both local and out of the area will be required.
* Flexible work schedule, as occasional meetings and special events will be in the evenings and possibly on the weekends.
* High quality verbal, non-verbal, and written communication skills.
* Ability to interact with others effectively and professionally and be able to prioritize a heavy workload in a multi-tasked environment, maintain confidentiality, attention to detail and the ability to interact with others effectively and professionally.
* Demonstrates good judgement, maintains professionalism, and positively represents GPYFS.

# Time allocation:

50% Computer Support/Paperwork/Clerical Work 25% Answering Phone

25% Direct Assistance with Program Staff

# Salary Range:

The salary range for this position is $29,640 to $32,500 (based on education and experience) per year. Upon successful completion of a six-month probationary period, a permanent position may be offered.

**SUBMIT COVER LETTER, RESUME, AND THREE REFERENCES BY**

**THURSDAY, JULY 21st BY 5:00p TO:** [**kody@gpyfs.org**](mailto:kody@gpyfs.org)