

Job Description

ADMINISTRATIVE ASSISTANT

Reports to: Operations Manager/LRS Coordinator

California Advocates for Nursing Home Reform is seeking an Administrative Assistant to provide clerical and administrative support to key program staff. Must have excellent written, verbal and organizational skills and strong computer skills, and attention to detail a must. Experience with Macs a plus.

Duties and Responsibilities:

A. Lawyer Referral Service:

Provide administrative and clerical support to the Lawyer Referral Services (LRS) Coordinator, including maintaining currency and accuracy of records, files and database reports; coordinating monthly billing; and maintaining LRS database

B. Staff Support:

- Provide clerical support to the Executive Director and key staff members including faxing, filing, mailing, copying, data entry and light correspondence.
- Provide backup to the receptionist, screening and directing calls and greeting visitors.
- Fulfill requests for consumer and professional publications and maintain accurate and complete inventory of all publications.
 - Assist with maintaining office in good order
 - Special projects as assigned

Qualifications:

- Strong organization and verbal and written communication skills
- Experience with data entry and word processing
- Proficiency with Word, FileMaker Pro and Excel
- Experience with Mac systems a plus
- Ability to effectively manage multiple tasks, conflicting priorities, and deadlines
- Self motivated with the ability to work cooperatively

Hours: Full-time, 9:00am to 5:00pm, 5days per week.

Salary: \$33,000 (DOE)

4/08