

# Administrative Assistant

## Location

Georgetown, TX

## Type

Full Time

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**Title:** Administrative Assistant/Receptionist

**Reports To:** Business Office Manager

**EEO Category:** Administrative

**FLSA Status:** Non-Exempt

### **Position Summary:**

The Administrative Assistant/Receptionist is responsible for supporting the activities and services of OWBC. The position reports to the Office Manager and operates under moderate supervision with little latitude for the use of independent judgment and discretion.

### **Essential Job Duties:**

- Provide excellent customer service to internal and external customers.
- Manage daily activities in support of OWBC programs and services.
- Provide administrative support to the executive office, senior leadership and other staff as assigned.
- Assist Accounts Payable with various duties including utilities and check processing.
- Answer OWBC Main Office phones, take messages and distribute, transfer calls and respond to community requests for information.
- Maintain, organize and update files and records.
- Coordinate general office management, including record keeping, filing and document preparation.
- Gathers and compiles data, generates reports and correspondence for various departments.
- Coordinate and distribute mail.
- Assists the Office Manager create presentations and materials, such as agendas, packets, handouts, and slides.
- Record, transcribe and distribute meeting minutes for Policy Council.
- Assist the Office Manager organize information necessary for meetings, special projects, and reports.
- Maintain and protect confidential information pertaining to staff, students and families.
- Responsible for Central Office supply purchases and distribution.
  
- All employees are expected to adhere to OWBC ethics expectations
- Must be able to cooperate and work effectively with others
- Must be diplomatic, honest and fair
- Regular and Punctual attendance is an essential function of the position
- Perform other duties as assigned or as they become apparent

### **Knowledge, Skills and Abilities:**

- Ability to operate various word-processing software, spreadsheets, and database programs.

- Ability to communicate effectively with others.
- Ability to work effectively with others.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to respect confidentiality at all times.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in verbal or written format.

**Minimum Qualifications:**

*Education and Trainings:*

- High School Diploma or Higher Education or professional training preferred

*Experience:*

- Two (2) years of receptionist/general office administrative support experience.

*Licenses/Certifications:*

- Valid Texas driver's license.

**Mental / Physical Tasks (F= Frequent, O=Occasional, R=Rarely):**

F Standing- required when making copies, meeting people, moving from work area to work area

F Handling- reports, vehicles, laptop, keys

F Hearing/Talking/Listening-communicate with employees and others, answer the telephone, participate in meetings, give presentations

F Fine Dexterity-operate computer, calculator, to write, mouse, projector tools

F Sitting-performing work at desk, while reading, writing, in meetings, driving, riding in vehicle to sites and meetings

O Kneeling/Crouching/Crawling-plug in equipment, when connecting PC components, plugging in cords, open lower desk drawers

F Walking-from vehicle to site, area to area, to copier

F Bending/Twisting – to reach files, reports, handle paper, reach drawers

F Grasping/Holding-holding binders, phones, tablet, work resources

F Balancing – standing, reaching, driving

F Lifting/Carrying-report binders, paper, laptop, supplies up to 45 lbs.

F Vision-to drive and assist individuals in medical need

F Pushing/Pulling – open/close file/copier drawers, open & close doors, rolltop carriers

F Foot Controls – driving

F Driving –scheduled & unscheduled trips to and from meetings and sites

Other

F Reaching-to answer phone, reach files, reports, plug in laptop

### **Working Conditions:**

- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings and some holiday may be required.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## **Opportunities for Williamson and Burnet Counties**

### **Opportunities for Williamson and Burnet Counties**

Opportunities for Williamson & Burnet Counties was established in 1965 as the area's official Community Action Agency. Opportunities is a private, non-profit corporation governed by a board of directors composed of community leaders, elected officials and target area representatives. Throughout its history, Opportunities has administered a wide range of social service and economic opportunity programs benefiting many. Opportunities for Williamson & Burnet Counties has an annual operating budget of over \$12 million and a staff of more than 200.

Opportunities serves thousands of people annually in both counties. Working cooperatively with other agencies, it is an advocate for those who might not otherwise have a voice in the community in which they live. The Board and staff are dedicated to providing services to help those in need achieve a better, more productive life.

#### **Mission for Opportunities for Williamson & Burnet Counties**

To make our communities stronger by empowering children, families and seniors to achieve independence and improved quality of life.

#### **Vision for Opportunities for Williamson & Burnet Counties**

A healthy, educated community in which all people live independently and with dignity.

## **BENEFITS WE OFFER:**

- PAID TIME OFF: UP TO THREE WEEKS
- PAID HOLIDAYS: UP TO 11 PER YEAR
- EMPLOYER MATCHING RETIREMENT
- EMPLOYER SPONSORED HEALTH CARE
- DENTAL
- VISION
- SHORT AND LONG TERM DISABILITY
- LIFE INSURANCE

OWBC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, OWBC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.