

ECLB Administrative Assistant

Full job description

JOB SUMMARY: *Responsible for performing secretarial/clerical/office administration duties for the Executive Director and all personnel in the Erie County Land Bank.*

SPECIFIC DUTIES:

The duties of this job include, but are not limited to:

- Assists with overall office flow to ensure a smooth and organized office environment.
- Performing office manager duties including but not limited to: maintaining the office conditions and supporting staff with administrative tasks.
- Responsible for the overall operation of the office and related equipment.
- Monitoring department supply inventory; ordering all general supplies for department.
- Scheduling meetings, public hearings and large group zoom meetings. Typing paperwork/handouts for meetings and appointments.
- Recording and transcribing minutes of various committee meetings, public hearings, etc.
- Composing and typing routine correspondence for members of the Department as required, including memos, letters, emails, forms etc.
- Answering main department telephone system and directing call to appropriate department personnel and/or appropriate bureaus or agencies; getting messages to the appropriate people, and/or attending to the callers/visitors' needs.
- Opening, sorting and routing of incoming mail. Sending out mailings for the department.
- Ensure inquiries, direct requests, and concerns are channeled to the appropriate Staff Member.
- Develops reports and analysis of the operations as requested by the Executive Director. Prepares presentations and proposals as assigned.
- Coordinates office activities and operations to secure efficiency and compliance to company policies.
- Schedules travel arrangements for all Staff Members.
- Maintains all office files, including digital. Maintains database of customers, significant office materials, and equipment.
- Updates data in cloud based applications and on our website as needed.
- Assists fellow Staff Members with special projects and other duties as assigned.

QUALIFICATIONS:

- Minimum Education: High School Graduate
- 3+ years office/secretarial experience
- Ability to type with speed and accuracy
- Proficient in Microsoft Outlook, Word, and Excel
- Ability to do basic mathematical calculations.
- Ability to operate office equipment – computer, printer, copier, scanner, transcribing equipment, etc.
- Comfortable with technology and learning online/cloud based software

- Ability to work with efficiency under pressure of deadlines, with work coming from multiple people.
- Ability to handle several projects simultaneously.
- Strong written and oral communication skills, strong organizational skills.
- Valid PA Driver's License

Job Type: Full-time

Pay:

Expected hours: 37.5 per week