



## Job Description for Administrative Assistant (Temporary)

### **BASIC FUNCTION**

- Provide administrative support for the agency, including responding to the crisis hotline, answering the administrative phone lines, overseeing the needs of the Riverhead office, and coordinating with outside vendors as needed.

### **SPECIFIC RESPONSIBILITIES**

- Responsible for answering crisis hotline calls to assess callers' needs and record data in agency data base.
- Responsible for directing incoming calls to appropriate staff.
- Responsible for greeting visitors/clients in our Riverhead Office and directing them to scheduled appointments.
- Responsible for the operation and maintenance of the agency including: cleanliness, safety and general maintenance of our Riverhead location.
- Manage the inventory and distribution of Riverhead office supplies. Develop a system to ensure adequate stock with containment control.
- Provide administrative support to all departments as well as assistance with processing police reports, scheduling, filing and other administrative tasks.
- Responsible for working with the Office Manager regarding the general management of the buildings, including interaction with outside contractors and any other related matters.
- Process incoming mail and process outgoing mail.

### **QUALIFICATIONS**

- Proficient in Microsoft Office.
- High school diploma.
- Ability to multi-task.
- Must demonstrate strong interpersonal skills

### **ORGANIZATIONAL RELATIONSHIP:**

- Reports to the Office Manager.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The Retreat Inc. is an Equal Opportunity Employer*