

Job Title	Administrative Assistant
Reports To	Administrative and Human Resource Manager

Job Purpose

The Administrative Assistant (AA) provides comprehensive administrative support to MHAMD and its staff, board of directors and constituents as needed. The AA performs and/or coordinates a variety of highly responsible and complex administrative functions for the organization. Relieves executive of routine administrative tasks and ensures efficient execution of special projects. Exercises good judgment in the receipt, processing, and responses to internal and external inquiries, requests, and correspondence, often of a confidential nature. Performs a broad range of administrative and operation duties as assigned.

Duties and Responsibilities

- Act as receptionist, answering phones and greeting visitors to the MHAMD offices
- Coordinate the planning, scheduling, and logistics for agency meetings
- Provide administrative support to the Executive Leadership Team
- Act as administrative liaison to the Board of Directors, drafting board minutes, maintaining board rosters and board manuals, compiling reports and other materials, scheduling meetings and sending correspondence
- Create, write, and edit internal and external reports, letters, and other correspondence
- Plan and coordinate logistics of special events and complete special projects as assigned
- Monitor, coordinate and fulfill office supply orders in a cost-effective organized manner
- Monitor, respond to and fulfill "Info" email inquiries and publication orders
- Coordinate copying, printing and packing of program materials
- Assist with call in information and referral functions as needed and provide general support to program's team as needed
- Perform various general office duties including distributing and posting mail
- Assist with cleaning and providing upkeep as needed for MHAMD offices
- Complete other administrative duties as assigned

Qualifications

- College Degree preferred
- Proven work experience as an Administrative Assistant or similar role
- Experience in the customer service field, friendly and personable with excellent phone etiquette
- Advanced proficient computer skills, including email and Microsoft Office 365
- Exceptional professional and creative writing and editing skills
- Experience with recording Board Meeting minutes
- Ability to complete multiple tasks and responsibilities and meet deadlines
- Highly organized with an aptitude for problem solving
- Neat, professional appearance
- Able to prioritize tasks and provide attention to detail
- Ability to work in a team environment
- Flexibility and willingness to respond to changing circumstances and expectations

Position Classification

Full time, non-exempt

General Conditions

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Evening and weekend work will be required
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

Travel Requirement

Locally, throughout the State of Maryland as needed

Flexible Work Arrangement

Position is FWA non-eligible

Location

State of Maryland