



Job Title: Office Assistant (Campbell CA)
Department: California Regional Office
Reports To: Community Life Director
FLSA Status: Non-Exempt
Date: March 2018

SUMMARY: Provides office and clerical assistance to the California Regional Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receives visitors to the building and directs them to appropriate person or event as needed.
2. Answers incoming phone calls and directs calls to phone extensions as appropriate. Records callers contact information and delivers message as needed.
3. Processes office mail, including sorting/distributing mail to appropriate person and/or department. Prepares and posts outgoing mail (letters and packages) for USPS/ FEDEX/ UPS mailing. May pick up and drop off mail and packages at the post office (Los Gatos and/or Campbell).
4. Receives and signs for deliveries (supplies, equipment, etc.).
5. Updates information for various administrative offices. Provides clerical support to Community Life Coordinators. Keeps emergency lists updated for Fatima and Merrill Sisters, Diocesan lists and various directories. Prepares various documents (weekly activities posting, church transportation schedule, monthly birthdays & feast days list, social invitations etc.).
6. Assists with event preparation and implementation. Duties may include tracking RSVPs, preparing documents for distribution, ordering and/or serving refreshments, room set-up and take-down.
7. Responsible for ordering and managing the inventory of general office supplies and ordering as needed.
8. Makes photocopies, faxes, uses postage meter, orders and stocks supplies, and maintains appearance of common areas, (i.e.photocopy area, supply room and conference room).
9. Responsible for sending emails regarding upcoming events or other announcements to Sisters and Associates.
10. Prepares invoice packet and mails to Finance department in Oregon.
11. Processes Regional office Visa bill and mails to Finance department in Oregon for payment.
12. Troubleshoots malfunctions of office equipment (phones, copier, fax, postage meter) and coordinates technical service repairs as needed.

13. Maintains usage schedule for the social hall (Durocher) and/or Holy Spirit chapel.
14. Follows up with vendors as needed regarding building, yard maintenance and housekeeping needs for Marie Rose Center (65 Rincon Avenue property). Organize work list for vendors as needed.
15. SNJM Vehicles:
 - a. Takes reservations for floater cars parked at Campbell and Villa LG. If scheduling issues/conflicts arise, contacts CFO, for assistance.
 - b. Assures that vehicles are clean and in good operating condition. Arranges for periodic maintenance to be done on the floater vehicles, as well as the vehicles assigned to Health and Well Being.
 - c. Forwards all mail received in Los Gatos re vehicles (registration renewals, title documents, speeding/parking tickets, recall info, etc.) to the Finance office.
16. Other related duties as identified and/or assigned.

INTERRELATIONSHIPS: Works in close collaboration with California regional office staff and Sisters.

QUALIFICATIONS: *To perform this job successfully, individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: High school diploma or GED. Some coursework in office administration preferred.

Experience: Two to five years of clerical/office experience, or equivalent.

Skills, Knowledge and Abilities:

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must respect and maintain confidentiality of sensitive information.
4. Understanding of and ability to maintain appropriate professional boundaries.
5. Good working knowledge of Microsoft Office 2010 and other computer software programs including, but not limited to, Word, Excel, Outlook, and Internet Explorer. Ability to learn new and/or updated software.
6. Proven experience creating announcements, flyers, posters and invitations using clip art.
7. Demonstrated ability to communicate patiently and professionally with elder population who may have limited sight, hearing, and/or other limitations.
8. Excellent oral and written communication skills.
9. Ability to perform work responsibilities with high degree of accuracy and detail, utilizing proper spelling and grammar techniques.
10. Ability to read cursive handwriting.
11. Ability to maintain a pleasant manner and deal tactfully with Sisters, staff, and visitors.
12. Must have a current, unrestricted driver's license.

PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:

Position requires combination of sedentary work in an office setting, with ability to interrupt tasks to answer doorbell, assist guest/visitors, and similar duties. Must have the ability to walk up/down stairs. Must be able to lift/maneuver up to 25 pounds and be able to set up, take down, and store tables and chairs for events. Drives to/from post office and other locations as directed.

HOURS: Part-time, 25-28 hours per week. 9:00 – 2:30pm, Monday – Friday.

EQUIPMENT USED:

Personal computer, keyboard, mouse; office telephone/voice mail system; photocopier, fax machine, postage meter, and other office machines. Operates personal or SNJM Community vehicles.

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

We offer a competitive salary and benefits package including medical/dental, group life and disability coverage, a 401K plan, and paid time off.

To learn more about the mission and vision of the Sisters of the Holy Names visit:

www.snjmusontario.org

TO APPLY: Submit your resume along with a cover letter to jobs@snjmuson.org