



## Position Description Administrative Assistant

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**Position Summary:** *Oversee the maintenance and general operations of all local facilities, including office support and basic human resources functions.*

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### **Administrative Assistant**

#### **Qualifications**

- High School Diploma: Bachelor's degree preferred
- 2 years related experience (office administration, purchasing, facility oversight, human resources generalist, etc.)
- Must have reliable transportation and current auto insurance as required by the State of Texas

#### **Essential Duties and Responsibilities**

##### **Program Support**

- Assist Executive Directors with outgoing agency correspondence and Donor Thank You Letters
- Assist Executive Financial Director with purchasing and accounting functions as needed
- Maintain office supply inventory and prepare office supply orders as needed
- Maintain/file correspondence and maintain office forms
- Oversee distribution and documentation of petty cash and agency credit cards
- Receive incoming mail and distribute as needed
- Make daily deposits for resale shop and donations as approved by Executive Financial Director
- Process donations given and received monthly

##### **Human Resources**

- Maintain the content of all personnel files for both current and past employees
- Assist in the coordination and implementation of ongoing and annual evaluations of agency policy and procedure manuals and employee job manuals, initiating updates where necessary
- Ensure maintenance of updated identification and proof of auto insurance for all employees
- Maintain systems for filing of all employment applications, including applicants not hired or selected for interviews
- Process new hire paperwork including orientation training for all new hires
- Perform background checks for all new employees and ensure that repeated checks are completed according to agency policy
- Ensure all employees receive business cards and picture IDs upon hiring/promotion
- Report Worker's Compensation claims and maintains records of claims
- Maintain all employee birthdays and workforce anniversaries

##### **Facilities & Maintenance**

- Coordinate necessary maintenance actions to ensure cleanliness and good repair in all facilities
- Maintain documentation of all maintenance requests and actions
- Maintain office equipment to include technology maintenance (phone systems, fax/copy machines, computers, software) and purchasing/repair of office furniture
- Ensure building compliance with all fire, health, safety, and grantor requirements on an ongoing and annual basis
- Assist Executive Directors in providing ongoing evaluation of energy efficiency and cost-effectiveness of appliances and fixtures (a/c, heating, lighting, etc.) and recommend actions to the Leadership Team as needed
- Oversee purchasing and maintenance of security measures in all facilities (locks, alarms, surveillance cameras, etc.), most specifically in residential locations.
- Oversee and coordinate all groundskeeping and landscaping
- Ensure maintenance of and compliance with all organizational insurance policies
- Oversee vending to include purchasing and delivery schedules

**Personal Skills**

- Ability to understand and comply with confidentiality policies
- Ability to remain calm while coping with crisis situations
- Ability to handle multiple tasks and prioritize workload
- Requires good verbal and written communication skills
- Ability to work independently without supervision
- Ability to effectively operate Microsoft Office programs
- Ability to be flexible and change duties with short notice as needed

**Physical and Sensory**

- Ability to walk, stand, kneel, push, stoop, reach above the shoulder, bend repeatedly, grasp, pull, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 45 lbs., perceive depth, operate a motor vehicle and operate motor equipment
- Conditions include working closely with others, working alone, working while children are playing close by, working protracted or irregular hours

**Supervisors:** Executive Directors  
**Work Schedule:** Monday through Friday  
Regular Schedule Hours 8:30 – 5:00 (See Flex Schedule)  
**Location:** Huntsville Office  
**Status:** Non-exempt

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*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.*

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