



**Invites applications for the position of:
ADMINISTRATIVE ASSISTANT
(Temporary 6-9 months with the potential for regular full-time with benefits)**

OPENING DATE: 9/11/2020

JOB TITLE: Administrative Assistant I

JOB TYPE: Temporary Full-Time w/ no benefits

***** (Potential exists for full-time with benefits)**

CLOSING DATE: 10/2/2020 11:59 PM

JOB LOCATION: Sumter, South Carolina

SALARY: \$12.00 – \$15.00 per hour

APPLICATION PROCEDURES:

- All applicants must **fully complete the on-line application** to include all current and previous work history and education.
- A **resume is also required but will not be accepted in lieu of a completed application** nor will it be used to determine if an applicant has met the qualifications for the position.

JOB SUMMARY:

Provides general administrative support to the agency and serves as vendor and customer liaison for the agency's personal protective equipment supply chain.

For full details and application form, go to: <http://www.santeelynchescog.org/employment-opportunities>

OVERVIEW:

We are seeking a highly motivated self-starter to become a part of our Administrative Team. We desire someone who is a skilled communicator, very organized, thinks on their feet and is an active problem solver. We also seek someone who will proactively bring ideas to the table and help where help is needed without being told regardless of the task. In short, we are looking for someone with high intellectual capital, lots of intellectual curiosity, and a go-getter. Our Administrative Department is woven into every part of our agency and as a result plays a critical role in our success, as we seek to serve and add value to our four-county region of Clarendon, Kershaw, Lee, and Sumter Counties.

Having a solid background administrative work is necessary, but not at the top of our list. First and foremost, you must be a good cultural fit! Our culture is collaborative, explorative, and innovative. We value diversity and everyone has a voice. We actively destroy silos, openly share across all departments and most importantly we believe people are our #1 resource.

Truth-in-Lending: This position is not for someone who wants to coast. You will be expected to hit the ground running and figure things out VERY quickly. We provide services and support across our region through multiple grants, so there is a LOT to learn to become full immersed into the position. Lastly, in our line of work, you may not get rich, but we do very meaningful work, have a great workplace environment, and have fun while getting the job done.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- An Associate Degree or certification related to Business Administration, Office Management or related field from an accredited university or college
- A minimum of (2) years of progressive administrative experience operating in an office administration-related position.

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

DESIRED TRAINING AND EXPERIENCE:

- Certifications: SharePoint, Microsoft Office Specialist Certification
- Prior public information/relations or marketing experience

NOTE: The Executive Director reserves the right to select a combination of the above criteria which establishes a level of competency to satisfactorily meet the requirements of the position.

SUBMIT COMPLETED APPLICATION PACKET VIA EMAIL TO:

Ashley Walker: awalker@slcog.org

Santee-Lynches Regional Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SLRCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



JOB DESCRIPTION

JOB TITLE: Administrative Assistant I (Temporary with possibility for permanent)

JOB STATEMENT:

Under the direct supervision of the Administrative Department Chief, perform a variety of administrative activities requiring an effective understanding of the Agency's policies and programs and a demonstrated competence interfacing with the public and internal systems.

JOB DUTIES:

The following list is not exhaustive. Tasks will be varied and may be changed at the discretion of the Executive Director.

- **Administrative Assistant duties**
 - Handles routine office functions including but not limited to the following:
 - Receive incoming telephone calls for the agency on internal switchboard/multi-line phone system in a professional manner; obtain caller's information and forward calls to appropriate staff or take clear accurate messages; Answer inquiries for the general public or direct inquiries to the appropriate staff member.
 - Provide information and assistance to clients and customers
 - Responsible for receipt, review, and distribution of Agency's mail
 - Log all incoming checks for agency and forwards to Finance Manager
 - Assist other Administrative staff in preparing materials as assigned
 - Reproduce materials as assigned
 - Assist with timely entry of Senior Medicare Patrol data for Health and Human Services Department
- **Personal Protective Equipment (PPE) Supply Clerk duties**
 - Responsible for managing the PPE supply inventory to include ordering supplies from distributor.
 - Manages incoming calls, emails, and face to face customer service inquiries related to PPE. Helps answer customers' questions and promptly resolve customer complaints.
 - Ensures the necessary resources and tools are available for quality customer service delivery.
 - Responsible for identifying and assessing customers' supply needs to achieve satisfaction.
 - Ensures that supplies are inventoried on a recurring basis.

- **Neighborhood Initiative Program duties**

- Field inspection (site visits) of all parcels currently under lien periods (confirming lawn has been maintained)
- Invoicing and tracking of required maintenance documents, to include change orders
- Assist with required quarterly reporting
- Assist with final disposition of properties (required documentation, third party online auction)

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This company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties performed by this employee. This job description is not an employment contract, implied or otherwise. The employment relationship remains "At-Will".