



Position: Part Time Administrative Assistant

Location: Lakeside, Ohio 43440

Job Title: Administrative Assistant

Reports to: Executive Director of the Lake Erie Foundation

The Lake Erie Foundation seeks a responsible Assistant to perform a variety of administrative, computer and clerical tasks. Duties to include, but not limited to: Providing support to Executive Director, Employees and Board Members. Managing general administrative activities for the Foundation. This requires an average of fifteen to twenty hours per week . Some hours may be remotely performed.

The ideal candidate has excellent oral, written and organization skills. Highly competent with Microsoft Office suite of products and various office equipment. Previous experience as a **Secretary or Executive Administrative Assistant** along with familiarity with nonprofits would be helpful. A passion for Lake Erie is a must.

A successful Administrative Assistant will ensure smooth and efficient day-to-day operations of the foundation office.

Responsibilities:

- Answer and direct phone calls
- Act as point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Provide general support to visitors
- Organize and schedule appointments
- Assist with meeting planning and take detailed minutes
- Create and distribute correspondence through email, memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies with the ability to research new suppliers and develop vendor relationships
- Maintain contact lists for direct mail and constant contact
- Book travel arrangements
- Submit and reconcile expense reports

Knowledge and Skills:

- Demonstrated experience in an Administrative Assistant role
- Knowledge of office management systems and procedures
- Working knowledge of office equipment i.e. printers, phones and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Familiarity with Facebook, Twitter and/or other social media platforms is a plus

The Lake Erie Foundation offers competitive compensation commensurate with skills and experience.

The Lake Erie Foundation is an equal opportunity employer.

Applicants must submit a current resume. First interview will be via phone.

Please email attached application along with resume to: sbhn@lakeeriefound.org
