

# Peer Support & Advocacy Network

## Administrative Assistant

### Overview:

Performs administrative duties for management. Responsibilities include screening calls, requires strong computer skills, flexibility, excellent interpersonal skills, project coordination, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. **Prefer individual that is a current or former consumer of mental health services.**

**Type:** Full Time or Part Time

### Essential Functions:

Maintains office workflow.

Maintains record-keeping systems.

Ensures operation of equipment by completing preventive maintenance, calling for repairs, and maintaining equipment inventories

Provides information by answering questions and requests regarding organization programs.

Maintains supplies by checking stock to determine inventory level;

Maintain mail log and handle incoming and outgoing mail

### Required Knowledge, Skills, and Abilities:

Ability to obtain current PA Act 33/34 Clearances and FBI Background Check

Must be able to multitask and complete numerous projects simultaneously with frequent interruption

Ability to work independently and as part of a team

Strong interpersonal communication, written, and computer skills.

Strong recovery skills

Detail oriented

Ability to problem solve.

Takes initiative.

Flexibility

### Education:

Completion of Associate Degree (Preferred) in business administration management or equivalent experience.