



Title: Administration Office Assistant

Department: Office of the President/Administration

Status: Part Time

Supervisor: Director of Administration

Position Description: The Administration Office Assistant will support the Director of Administration and the CEO. This is a part time position of 8-10 hours a week.

Major Tasks and Responsibilities:

- Assist with various HR tasks such as:
 - New employee onboarding, including submitting background checks
 - Responding and tracking incoming employment applications
 - Annual review tracking
 - 401K correspondence
- Help to support Director's office with:
 - Mailings and correspondence
 - Maintaining calendar
 - Expense reports
- General clerical and office duties
 - Help to coordinate all-staff and Board meetings
 - Occasional event set-up
 - Copying and filing
- Other duties as assigned

Education and Experience Requirements:

- High school diploma or GED
- Dependable and punctual
- Excellent organizational skills, detail-oriented, and ability to handle multiple priorities
- Demonstrated experience with Microsoft® Office Suite
- Self-directed and motivated

Abilities, Skills, and Knowledge:

- A magnetic personality, sense of humor, get-it-done attitude, and high level of ownership
- High level of professionalism, including an ability to maintain confidentiality
- Proactive and expeditious problem-solver, with a calm and professional demeanor
- Collaborate with a diverse range of people and job functions
- Excellent verbal, written and listening communication skills
- Ability to work alone or as a team member to facilitate project completion
- Has physical mobility, manual dexterity, visual acuity: able to stand, stoop, bend, lift up to 20 pounds, climb stairs, walk moderate distances, sit/word process for long periods
- Able to hear and speak clearly in telephone and in-person conversations



Working Conditions:

Generally work indoors, schedule is flexible, approximately 8-10 hours a week.
Position contingent upon passing a satisfactory background check.

To Apply:

Please submit a cover letter and resume to employment@musnaz.org.