

The Administrative Clerk reports to the Executive Assistant for the Executive Director and is responsible for providing secretarial, administrative and clerical services to MEEELJ, Incorporated Professional Staff.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide secretarial and administrative support in order to ensure effective and efficient office operations.

Main Activities:

- Types various correspondence agendas for meetings
  - Prepares meeting packages and distributes to Board Members at least two days prior to the meeting
  - Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, documents, data and graphics
  - Word processes all manuscripts, letters, documents and proposals
  - Records, date stamps and distributes all incoming mail
  - Processes outgoing mail
  - Compiles and maintain an up to date telephone directory of numbers and addresses
  - Files all correspondence
  - Updates the bulletin board by posting and removal of outdated materials
  - Ensures the Administrative Offices and Reception Area are kept clean and organized

2. Provide receptionist services

Main Activities:

- Greet and assist visitors in a courteous manner
- Answer phones in a courteous manners
- Record messages accurately
- Direct calls and respond to inquiries
- Makes appointments
- Provides information of as general nature

3. Perform other related duties as required

4. Working on the radio show - the Iron Sharpens Iron on Kazi 88.7 FM

# **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

## **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- knowledge of office administration
- ability to maintain a high level of accuracy in preparing and entering information

## **Skills**

The incumbent must demonstrate the following skills:

- excellent interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- very effective organizational skills
- effective written communications skills
  
- computer skills including the spreadsheet and wordprocessing programs, and e-mail at a highly proficient level
- stress management skills
- time management skills

## **Personal Attributes**

The incumbent must maintain strict confidentiality in performing duties. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

**Website:** [www.melj.org](http://www.melj.org)

**Interested in applying? Please contact Latreese Cooke at: 512-394-2055**