

Grants Administration Staff Assistant

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Employee in this position will assist Grants Administrator with various state, local and federal grant projects and perform various clerical duties to ensure agency departments runs smoothly.

EXAMPLES OF DUTIES

- Prepare necessary paperwork for Grants Administrator and other various departments
- Typing memos, letters or other correspondence
- Schedule meetings for Grants Administrator and appointments
- Organize office and assist staff in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Answer phone queries and forward to Grants Administrator as needed
- Retrieve statistical data, as requested
- Check office supply stock and place orders when needed
- Schedule and plan meetings and appointments
- Prepare conference rooms (e.g. make reservations and check equipment)
- Maintain trusting relationships with city and county officials
- Perform receptionist duties when needed
- Distribute company materials to employees (e.g. brochures, announcements and safety guidelines)
- Other duties as assigned

MINIMUM REQUIREMENTS

Good knowledge of modern office practices and procedures; ability to work diligently under pressure; ability to communicate clearly, orally and in writing; ability to maintain accurate records and reports; and ability to undertake a variety of office support tasks.

Must be a high school graduate or equivalent. Previous experience in clerical or general office related type work desirable or any equivalent combination of education, training and experience which provides the knowledge and skills necessary to perform the duties of the position. Must be minimally computer literate. Must be a licensed driver with good driving record.

This is a full-time position, salary is based on qualifications and experience. Employer offers excellent benefit package. Please submit your resume to Barbara Reddick, Deputy Director at breddick@swgrc.org. No phone calls, please.