



RECEPTIONIST/ADMINISTRATIVE

Status: Non-Exempt

Part-Time: Position (Monday-Friday)

Supervisor: HR and Project Manager

Department: Administration

Summary:

The Administrative Assistant reports to the HR and Project Manager and performs general office support duties for all staff/departments, responsible for the office facilities, equipment and supplies and other duties as assigned.

Responsibilities:

- Answer main phone line, direct calls, make referrals to other agencies, take messages, respond to emails about our waitlist
- Greet/announce visitors, assist walk-in visitors with questions about our agency
- Maintain housing interest lists
- Record all incoming checks as received
- Open, date stamp and route mail – Open, date stamp and code invoices
- Stuff, address, stamp and mail outgoing mail
- Type, copy, collate, fax as requested and distribute incoming faxes
- Order and maintain office supplies, keep storage area and kitchen orderly
- Call for repairs on office equipment
- Maintain current staffing list
- Keep current driver's license & vehicle insurance on all staff
- Prepare monthly reports for postage and copier usage
- Assist accounting with filing, as needed.
- Assist Managers/Departments with various tasks

Qualifications:

- High School Diploma or GED
- Bilingual - English/Spanish
- Basic typing and math
- Computer skills – Word and Excel for Windows
- Ability to read, write and speak English and Spanish fluently
- Customer Service - Good phone manner and people skills
- Vehicle required with possession of a valid California Driver's License, a good driving record and automobile insurance per requirements of the State of California

Application Process: The position offers a competitive salary and excellent benefits including medical and dental coverage. Please submit a cover letter and resume to NVCH, 150 Camino Dorado, Napa, CA 94558; Attention: Cristina Alvarez or email Cristina@nvch.org or fax to 707-255-0252, or call 707-253-6260