



## **OFFICE RECEPTIONIST/ASSISTANT, EDMUNDITE MISSIONS**

**POSITION:** Office Assistant Apprentice

**REPORTS TO:** Bridges Coordinating Group - Catholic Social Service Director, Edmundite Missions Admin Office Manager and Workforce Development Director

**SUMMARY:** Under the supervision of the Bridges Coordinating Group, the office apprentice will be responsible to perform daily administrative tasks, greeting guests and linking them to the appropriate staff member, filing, copying, ordering supplies, phone management and data entry. The apprentice may have the opportunity to research assist with additional special projects as needed. The apprentice will develop their written and oral communication skills and their knowledge of general office procedures. As part of the program, the apprentice will attend a monthly professional development seminar, individual monthly session with Catholic Social Service Director and may, when appropriate, attend other specific trade courses as needed. This position requires commitment to all duties listed above.

**COMPENSATION and TIME COMMITMENT:** This apprenticeship position is paid (\$10 per hour). There is a minimum time commitment of 6 months up to 1 year working. This is a part-time position. Typical hours are Monday-Friday, but the apprentice may be asked to attend special events outside of the regularly scheduled hours.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties of this role are inclusive of, but not limited to the following:

1. Greeting guests and linking them to the appropriate staff and/or building/ program
2. Phone management- directing inquires to the appropriate staff members, copying, filing/organization
3. Processing of incoming and outgoing correspondence
4. Data entry and record keeping
5. Research and planning of activities and other special events as needed
6. Perform daily opening and closing office duties (cleaning of room, bathrooms, coffee/ snack station, etc.)
7. Maintain the confidentiality of Edmundite Missions clients' and staff
8. Complete other duties as needed and determined by the Bridges Coordinating Group, Chief Operating Officer (COO) or the President/CEO of the Missions

### **SUPPORT PROVIDED:**

1. In-house training provided by Catholic Social Service Director, and Edmundite Missions Office Manager
2. Bridges Apprenticeship team materials, uniforms and resources
3. Department support training, leadership enhancement & professional development curriculum
4. Knowledge and assistance from the Bridges Coordinating Group and COO
5. Human Resource Apprenticeship Procedure Manual

### **PROGRAM QUALIFICATIONS/SKILLS REQUIRED:**

1. Be 25 to 45 years of age
2. Have a Driver's License/State ID
3. High School Diploma or GED
4. Excellent organizational, problem-solving, and leadership skills
5. Basic computer skills (Word, Excel)
6. Interested in administrative/ office work
7. Good communication skills and an ability to work well under pressure
8. Reliable, accountable, motivated, task-oriented, a willingness to learn and be a team player

### **TO APPLY:**

Apply at 1107 Griffin Ave. in the Catholic Social Ministry office. Bring a resume and reference information. You may also send information to [heidih@edmunditemissions.org](mailto:heidih@edmunditemissions.org) or apply online at [tinyurl.com/EMapprenticeapply](http://tinyurl.com/EMapprenticeapply)