

**Link Associates
Position Opening
Office Assistant**

DATE: April 29th, 2024

POSITION: Office Assistant

POSITION SUMMARY: The Office Assistant (OA) provides supports as assigned to all departments of the organization as well as representing Link Associates to callers, visitors, and guests. The OA must represent the organization professionally, demonstrate exceptional communication, customer service, and organizational skills to deal with a variety of guests, those served and visitors. The OA is responsible for performing administrative and clerical tasks to support the agency by, answering and transferring phone calls, managing incoming and outgoing mail and greeting visitors.

ESSENTIAL JOB FUNCTIONS:

- Receive guests and visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Effectively use computer to complete assigned duties and data base management.
- Answering screening and forwarding incoming phone calls as directed.
- Perform clerical support duties as assigned.
- Process out-going mail, process certified mail, and open and sort daily mail and faxes.
- Maintain files as assigned that are current, correct, identifiable, and accessible; assures that all records are kept confidential, and controls to them are in place.
- Confidentiality and professionalism are essential to this position.
- Maintain data bases as directed.

QUALIFICATIONS:

- High School/GED. Exceptions must receive prior approval from the Executive Director.
- Must meet agency policy on transportation and background checks.
- Possess ability to work on a daily basis utilizing standard office equipment.
- Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

SALARY RANGE: Based on education and experience.

DEADLINE: May 6th, 2024

Submit Internal Transfer Request, Current Resume and Cover letter to:

Robin Stewart
Human Resources
Link Associates
1452 29th Street
West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer