**ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

HESSCO seeks a full-time (Mon.-Fri. 8:30 a.m. – 4 p.m.) Administrative Assistant/Receptionist to provide administrative/office support functions to the agency departments and maintain the efficiency of the switchboard operations.

This is an on-site position however access to secure internet is required for occasional off-site work.

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

Duties and Responsibilities:

* Performs administrative duties and general office functions including scanning of documents, faxing, mailings, and ordering of supplies.
* Performs data entry into client database software, creates and maintains Excel spreadsheets, Word Documents, develops forms and transforms documents to fillable PDF using Adobe software.
* Provides receptionist and switchboard duties daily. Screens, answers, and transfers phone calls.
* Schedules services for consumers, assist with completion of forms and applications, perform a variety of office support tasks for team members.
* Maintains filing systems as assigned.
* Maintains inventory of office supplies, department forms and documents. Responsible for ordering supplies, application forms and documents for various departments.
* Responds to and resolves administrative inquiries and questions.
* Performs general office functions such as assisting Office Manager when needed on project and assists all departments with office support as assigned.

Qualifications:

* Administrative Assistant and office support experience of at least 2 years
* Highly proficient in Microsoft Office Suite (Word, Excel, Outlook) or related software and Adobe software. Minimum typing skill of 60 wpm.
* Experience in data base system preferred.
* Excellent telephone, verbal, and written communication skills.
* Excellent interpersonal and customer service skills.
* Excellent organizational skills and attention to detail.
* Ability to prioritize, work independently and flexibility to accept changing priorities.