



Job Opening

POSITION:	<u>Administrative Assistant I/Receptionist</u>
CLASSIFICATION:	<u>Full-Time, Regular, Hourly, Non-Exempt</u>
LOCATION:	<u>Pillsbury House, 3501 Chicago Av S, Minneapolis, 55407</u>
CLOSING DATE:	<u>January 29, 2012</u>

AGENCY SUMMARY:

Pillsbury United Communities is a community-based, venture oriented non-profit agency. Our purpose is to help people out of poverty by developing strong relationships with individuals and their families. The foundation of our work originates with engaging and merging multiple constituencies: neighborhood residents, sister agencies, government agencies, funding sources and anyone else who is interested in the health and viability of our communities.

REQUIRED QUALIFICATIONS:

- High School diploma/ GED
- One year of administrative work experience.
- Knowledge of office functions and equipment.
- Working knowledge of MS Word, Excel, and Outlook.
- Ability to accurately type a minimum of 45 wpm.
- Ability to operate a multi-line phone system.
- Ability to input and retrieve data from a database system.
- Effective verbal and written communication skills.
- Bilingual; English and Spanish desired.
- Excellent customer service, relationship and problem-solving skills.
- Ability to work respectfully and communicate effectively with different cultures, groups, and languages.

JOB RESPONSIBILITIES:

- Serves as either the main receptionist or relief receptionist.
- Answer phones, take messages, redirect calls, and greet and assist visitors.
- Schedule appointments and manage calendars.
- Answer general questions about the agency, programs, building, center, and location.
- Maintain a presentable office/reception area.
- Make copies, send and receive faxes.
- Type correspondence, word processing and data entry.
- Process incoming and outgoing mail in a timely manner.
- Ensure filing and file maintenance is up-to-date and accurate.
- Purchase office, program and/or building supplies.
- Maintain equipment, van/vehicle, and room reservations.
- Assist with the set-up and clean-up of conference rooms.
- Provide general maintenance of office equipment including fax, copiers, etc.
- Oversee service calls for maintenance of office equipment including fax, copiers, etc.
- Verify and process service and/or supply invoices for payment.

Agency's Website: www.puc-mn.org

APPLY ONLINE: <https://careers-macc.icims.com>