

Job Vacancy

Program: Various within Agency
Location: TBD
Position: **Administrative Assistant**
Hours: Negotiable

Summary of Responsibilities:

To perform a variety of complex and highly confidential administrative duties in support of the Department. Assist in organizing office operations and procedures in an expeditious manner. Assist in Planning and implementing office systems and improving the efficiency and effectiveness of office operations.

Qualifications/Education and Experience:

- ❖ Knowledgeable in the use of a personal computer and applicable software.
- ❖ Experience as a secretary/administrative assistant preferred, but not mandatory.
- ❖ Knowledge of secretarial/administrative functions, including data entry, typing, filing, and business administration and mathematics functions preferred.
- ❖ Requires interpersonal, organizational, planning, program solving and oral and written communications skills
- ❖ Requires the health and physical capability to work in a typical office environment.

Please Forward Resumes/Applications to:

CPowell@abcinfo.org
Human Resources Department
Action for a Better Community, Inc.
550 E. Main Street
Rochester, New York 14604
(585) 325-5116
EOE