

Office Assistant (Intern)

POSITION OBJECTIVE: Under general supervision, provide diverse support of general office duties. Requires judgment and comprehensive knowledge of applicable operations. Answer incoming telephone calls, greet and direct visitors.

ESSENTIAL FUNCTIONS:

- Serve as backup to the Receptionist.
- Answer incoming telephone calls and direct calls to the appropriate person/department; take messages as needed.
- Greet Clients and Visitors.
- Assist with the preparation of outgoing mail (postage). Distribute incoming mail in the absence of the Receptionist.
- Make photocopies, fax, and scan material as requested.
- Run errands as requested.
- Order, receive, and maintain office supplies on a monthly basis.
- Create Purchase Orders as needed for office supplies.
- Assist other Office Personnel as needed.
- Understand, support and promote the organization's mission, vision and values
- Other duties as assigned.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School Diploma or GED equivalent

PREFERRED:

- One year of clerical office experience.
- Knowledge of word processing and office procedures.



SKILLS:

- Strong verbal and written communication
- Strong organizational skills
- Ability to establish and maintain effective working relationships with a variety of other professionals

POSITIONS SUPERVISED: None

Name (Print)

Supervisor Name (Print)

Employee's Signature

Supervisor's Signature

Date

Date