

## Administrative Assistant

**WIN SERVICES ADMINISTRATIVE ASSISTANT JOB DESCRIPTION:** Reporting to the Manager of WIN Services, the Administrative Assistant will be responsible for providing clerical support to WIN Services programming and staff.

**JOB STATUS:** Part time, Monday – Friday, flexible hours, 25-28 hours a week

**LOCATION:** WIN Services, Aliquippa, PA 15001

- Receptionist duties: Greet visitors, accept deliveries, answer phones, distribute messages/faxes, receive client cancellations
- General office management duties
- Maintain and update spreadsheets, databases, schedules, monthly billing of client services
- Maintain schedules, prepare monthly progress reports, file and maintain charts
- Maintain ISP and client mailing schedules
- Maintain client information/documents using Access; obtain authorizations
- Track and enter billing information into Excel spreadsheets; review and track all intake paperwork
- Manage and contribute to special projects as assigned

### ADMINISTRATIVE ASSISTANT QUALIFICATIONS:

- High school diploma or equivalent required. Some post-secondary training / education preferred such as a two-year Business Degree or two years of clerical experience.
- Demonstrates proficiency in Microsoft Office products such as Word, Excel, Outlook and familiar with Access database systems
- Highly organized, strong attention to detail, and efficient in time management with excellent written and verbal communication skills
- Ability to work in a team environment
- Able to pass background checks and clearances

**BENEFITS:** Paid time off plus 11 paid holidays. BCRC is an Equal Opportunity Employer.

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