



Se Busca Asistente Administrativo/Recepcionista de Tiempo Completo Part-Time Administrative Assistant

Family Paths es una organización no lucrativa en Oakland que provee servicios de salud mental para fortalecer a las familias y prevenir el abuso infantil desde hace 45 años.

Estamos buscando a una persona amable, puntual, flexible, con dedicación y habilidad de comunicarse de manera educada y diplomática.

El trabajo de oficina y los deberes requeridos son, pero no exclusivamente:

- Contestar el teléfono y tomar mensajes detalladamente
- Recibir a los clientes y visitantes
- Procesar el correo y correspondencia
- Procesar datos
- Tomar cargo del inventario y las provisiones (requiere alzar)
- Ayudar a los voluntarios en la área de administración
- Tomar parte en proyectos especiales
- Hacer las tareas diarias de la oficina

El/la ayudante también dará apoyo administrativo a todo el personal de la agencia. El equipo de administración se mantiene ocupado y a la vez es un lugar agradable para trabajar. Apreciamos la amabilidad, buen humor, la motivación y la dedicación de nuestro personal.

Family Paths is seeking a skilled, punctual, organized, self-motivated, adaptable and committed individual who has the ability to communicate with a courteous, diplomatic and helpful manner. The front desk administrative assistant provides reception and administrative and clerical support for all staff as part of an admin team in a busy and friendly working environment. We appreciate kindness, humor, self-motivation and a strong work ethic in our staff.

Duties include, but are not limited to:

- Answering business phones, routing calls, and taking accurate messages
- Greeting clients and visitors
- Processing mail and general correspondence
- Data input
- Maintaining office supplies inventory & ordering (requires some lifting)
- Assisting front office volunteers
- Working on special projects
- Performing day-to-day office tasks.

Required Qualifications:

- Ability to greet clients and visitors and answer multiple incoming phone calls with calm and confidence in a friendly and helpful manner
- Proficient in Microsoft Word, Outlook, Excel and the Internet
- Excellent oral and written communication skills and ability to communicate in both proficient English and Spanish
- Experience with reception, office organization and practices, and the operation of standard office equipment; ability to work proactively and to be innovative
- Ability to manage multiple tasks simultaneously and prioritize efficiently
- Accurate eye for detail and excellent follow through
- Strong interpersonal skills and ability to work cooperatively within the team
- Ability to work independently and assume responsibility able to exercise sound judgment
- The ability to maintain the highest confidentiality of information and documents
- Persons of diverse backgrounds encouraged to apply.

Compensation:

Compensation: The Receptionist / Admin Assistant position is Full-time (37.5 hour work week). Starting rate of pay will be \$17.97 to \$19.37 per hour depending on qualifications and experience – this includes a 5% differential for bilingual Spanish-speaking ability. The position will be based in our Oakland office with possible some light off-site travel.

BENEFITS INCLUDE – prorated for half-time status

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts for healthcare and dependent care expenses
- Generous PTO plan starting at 4 weeks for vacation, personal and sick time off
- 9 paid Holidays and 2 Float Holidays
- Full week of paid Educational Leave & Development Allowance
- 401K Retirement Plan
- Commuter Benefits Plan
- 529 Education Savings Plan
- Long Term Disability Insurance
- Voluntary Long Term Care Insurance
- Voluntary Aflac Benefits

TO APPLY: Send your resume and cover letter in English to Shay Black, Administrative and Facilities Program Manager

Email: sblack@familypaths.org

Fax: 510-893-2074

Mail: 1727 Martin Luther King Jr. Way, Suite 109, Oakland, CA 94612

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse for 45 years. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County and is based in Oakland with an office in Hayward. Visit our Website at www.familypaths.org