



**SISTERS of CHARITY FOUNDATION
OF CANTON**

**Administrative Assistant
Job Description**

Reports to:	President
Qualifications and Skills:	<ul style="list-style-type: none">• Mission oriented and committed to the philosophy and values of the Sisters of Charity of St. Augustine and the goals of the Foundation• Advanced computer skills• Working knowledge of Microsoft Office 365 (Microsoft Word, Excel, PowerPoint, and Outlook)• Comfortable with technology; capable of learning the Foundant Grant Lifecycle Manager grants management software system• Ability to operate basic office equipment: calculator, copy machine, postage machine, dictation machine, etc.• Excellent organizational and communication skills• Attention to detail and accuracy; strong proofreading skills• A proactive self-starter with the ability to work independently• Exemplify high standards of conduct• Understands and respects confidentiality• High school diploma with office administrative courses and a minimum of 5 years of related experience
Job Summary:	The Administrative Assistant is responsible for ensuring a professional office environment that is effective and efficient and that reflects the mission of the Sisters of Charity Foundation of Canton. Responsibilities include receptionist duties, facilities support, purchasing, filing, organizing Foundation records, and processing accounts payable. The Administrative Assistant also assists the President in a wide variety of technical and confidential secretarial and administrative tasks.
Responsibilities	Receptionist <ul style="list-style-type: none">• Answer telephone, route callers, take messages, and provide routine information to callers• Greet all incoming guests and ensure that they feel welcome• Ensure that the kitchen and workroom are well-maintained• Coordinate cleaning requests and upkeep with housekeeping

- Arrange for beverages and foods for meetings as needed
- Oversee office recycling and transport to recycling center weekly or as needed

Facilities Support

- Liaison with building landlord and report issues that arise in our suite; share email building closings and other information with staff as needed.

Office Support

- Order, receive and store supplies, reconcile the inventory and make other purchases as necessary
- Prepare for meetings in and out of the office, including ordering food, providing equipment and materials, and ensuring the meeting room is set-up and cleaned up appropriately
- In conjunction with the Operations Manager oversee the maintenance and upkeep of all office equipment, including phones, copiers, postage machine, etc.
- Ensure ink & toner supplies for copier and printers are available at all times
- Prepare “Doodle Polls” to schedule meetings
- Responsible for incoming and outgoing mail each day. Distribute mail and other materials to the appropriate staff mailboxes
- Review invoices and prepare and submit timely check requests to the Sisters of Charity Health System
- Schedule the use of the Foundation’s conference room and the Foundation Centre Building Conference Room for meetings and events
- Shred documents as necessary
- Track and record supplies, postage, etc.
- Type letters, memoranda, and reports from written copy or other sources, proof materials for errors
- Perform secretarial/administrative duties

Executive Support

- Copy and compile materials for Board and committee meetings
- Assemble and distribute Board books for quarterly meetings
- Upload board materials on the Sisters of Charity Health System Board Portal
- Assist Grants and Operations Manager with assembling and delivering Distribution Committee books
- Assist Grants Manager with grantmaking administrative tasks related to database input, coordinating meeting logistics for both on-site and off-site, and processing grant information as assigned by Grants Manager.
- Perform secretarial duties for the Board of Directors and committee meetings, as needed

	<ul style="list-style-type: none">• Record and transcribe meeting minutes for Board of Directors and committee meetings as assigned <p>Additional Duties</p> <ul style="list-style-type: none">• Assist with events as needed• Assist President and other Staff members as assigned• Assist with maintenance and updating of “My Mail” List, email lists and other data bases• Filing for front office and President• Maintain accurate and easily retrievable file/records management system• Keep track of RSVPs for meetings, workshops and other projects as needed• Perform miscellaneous clerical and bookkeeping duties as assigned• Perform secretarial duties for the President and other Staff members as needed• Assist with mailings as needed• Prepare meeting notices and other correspondence as requested• Update office policies and procedures as needed• Order Christmas gifts for related organizations as requested by the President• Perform any other duties as assigned
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