



Job Description  
**Administrative Assistant**

**Job Title:** Administrative Assistant  
**Reports To:** Director of Finance  
**Those Reporting To:** None

**Summary**

The Administrative Assistant is the primary staff person providing administrative support for SAFE Haven of Racine, Inc., and as such carries out duties assisting with human resources, public relations, fund raising and finance. In addition, duties include logistics related functions such as inventory and supplies, scheduling, reservations, reception, document preparation and management, food and beverage preparation, the provision of tours and the distribution of information.

**Normal Hours**

The normal hours for this position are to be scheduled from Monday through Friday and between 8:00 a.m. and 4:00 p.m., however it is possible that some hours of work will be required before or after these times, as well as on weekends.

**Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be assigned.

Document preparation and management

Assist staff in the preparation of minutes, grant applications, reports and other documents. Assist in facsimile transmission, word processing, filing, duplication, shredding, receiving and routing incoming and outgoing mail (hard copy and electronic). Perform data entry and assist in maintenance of agency mailing lists.

Human relations

Monitor personnel qualifications regarding ongoing training requirements, policy and procedure review and agreements of compliance, car insurance, etc., providing feedback to personnel and relevant supervisors.

Review timesheets for timely submission and accuracy, providing feedback to person submitting and relevant supervisors.

Assist with hiring logistics including manufacture of photo identification, I9 and W4 completion, and other related data collection and reporting.

Accounting and finance

Make and record deposits as needed.

Reconcile petty cash accounts and credit card statements and receipts.

Enter timesheets and bills in accounting software.

Assist with other accounting and finance duties as needed.

#### Office management

Monitor inventory and supply of office products (including beverages), ordering as needed.

#### Reception

Respond to and route telephone calls on the administrative telephone line(s).  
Greet and escort people who arrive at the SAFE Haven facility.

#### Mail

Pick up and distribute incoming and outgoing mail (hard copy and general email account).  
Assist with bulk mailings.

#### Other duties

Attend meetings of agency personnel as directed.  
Prepare and serve food and beverages as part of reception and meetings.  
Provide tours of facilities as needed.  
Distribute agency information as needed.  
Other duties, as time permits, at the discretion of the Executive Director.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

At least a high school graduate, an undergraduate degree preferred.

#### Language Skills

Very good oral and written communication skills, including skill in the provision of oral and written reports.  
Must be able to read, write and speak English fluently. Bilingual English Spanish is a plus.

#### Computer Skills

Must be able to enter data, generate reports, and perform word processing tasks. Experience in Microsoft Office Suite.

#### Other

Must be at least 21 years of age.  
An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.  
Successful completion of a State of Wisconsin Department of Justice Criminal Background Check.  
Valid Wisconsin Drivers License  
Maintain in force a minimum of \$100,000 automotive liability insurance.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office duties. Must be able to climb three flights of stairs in 90 seconds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

**Status**

This position is a part time administrative support position eligible for other employment with SHoR, Inc. It is the policy of SHoR, Inc. that no nonexempt employee work more than 40 hours per week.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be provided to the employee, and maintained in the personnel file.

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Signed

Date

Revised: 10/21/2009