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|  | <b>ABCoflash Position Description</b><br><b>Glendale, CA</b> | <b>Posting</b><br><b>April 1, 2019</b>   |
|  | <b>Administrative Assistant/Receptionist</b>                 | <b>Deadline</b><br><b>April 15, 2019</b> |

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| <b>Job Title</b>  | Administrative Assistant / Receptionist                     |
| <b>Job Status</b> | Non-Exempt – Monday through Friday – 9:00 a.m. to 5:30 p.m. |

## SUMMARY

The Regional Resource Center, located in Glendale, CA, is the headquarters of the American Baptist Churches of Los Angeles, Southwest, and Hawaii (ABCoflash). We provide support to our association of churches by providing resources and facilitating events to strengthen the ministry of our pastors and churches. ABCoflash offers excellent benefits and a pleasant work atmosphere. Excellent benefits include comprehensive health insurance, dental and vision plans, as well as generous paid holiday, sick leave, and vacation time off. Please see the responsibilities and requirements below.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Supports the Regional Resource Minister and the Regional Coordinator.
- Responsible for answering phones and managing messages.
- Schedule and coordinate meetings for Regional Office conference room (Parking, meal orders, help with room set-up – including technical/computer hardware).
- Excellent written, verbal, and interpersonal skills with the ability to interface with staff, other administrators, internal and external customers, and senior management.
- Ability to prioritize and meet deadlines.
- Must be organized and detail oriented with the ability to manage multiple high priorities and have the ability to prioritize work appropriately and proactively anticipate and manage time efficiently.
- Follows company policies and practices as outlined in the Employee Handbook and/or applicable employment agreement. Follows safety guidelines and procedures in accordance to the job.
- Performs additional duties as assigned.

## JOB REQUIREMENTS

- Minimum of High School or GED. Associate degree preferred.
- Minimum of two years administrative office experience.
- Bi-lingual in Spanish and English is required.
- Proficient in Microsoft Office Suite (WORD, PPT, Excel and Outlook).
- Basic knowledge of contact database, website, and Facebook.
- Excellent skills in computer and typing.
- Excellent organization and project management skills.
- Ability to work well within a team environment.

If this position is something you might be interested in and you meet the qualification, please send your resume to our office. You can email to [HR@abcoflash.org](mailto:HR@abcoflash.org), fax to 626-608-0380 or mail to ABCoflash – Human Resource Office – P.O. Box 1868, Glendale, CA 91209-1868. If you have questions, please call 818-839-6069. We will be accepting resumes until April 15, 2019.