JOB TITLE: Office Assistant
REPORTS TO: Executive Manager
FLSA STATUS: Exempt

Job Summary:
The purpose of this position is to provide administrative support for office organization and efficiency. Office assistant duties and responsibilities include greeting visitors, answering the main administrative line, relaying messages, and maintaining general office supplies and common areas.

Supervisory Responsibilities:
• None.

Duties/Responsibilities:
• Serves as the receptionist of the office to welcome visitors.
• Answers the main office line, directs calls to appropriate individuals, and prepares messages.
• Performs clerical duties including typing, filing, and completion of simple forms.
• Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
• Maintains general supply inventory in common areas and restocks as needed.
• Assists Office Manager with maintaining file records related to office activities, business transactions, and other matters.
• Receives incoming mail and distributes to the correct department.
• Assists with bulk mailing or packages as needed.
• Performs other related duties as assigned.

Required Skills/Abilities:
• Excellent verbal and written communication skills.
• Excellent interpersonal and customer service skills.
• Excellent organizational skills and attention to detail.
• Excellent time management skills with a proven ability to be prompt.
• Proficient with Microsoft Office Suite or related software.

Education and Experience:
• High school diploma or equivalent required.
• Clerical experience preferred.

Physical Requirements:
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
**WORK ENVIRONMENT:**

HeartLine supports a comfortable, yet professional work environment. Courtesy, respect, and equitable treatment are expected. Staff members receive support, recognition, and appreciation for jobs well done. There are opportunities for participation, challenge, and broadening experiences.

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

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Other duties may be assigned as needed.

*Contents may be subject to change to meet the needs of the organization.*