

The Birmingham Urban League has an immediate job opening.

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

SALARY RANGE: \$10.10 - \$12.50/hr.

MAJOR FUNCTION

Assist with the administrative operations of the Birmingham Urban League.

DESIRED QUALIFICATIONS

High School Diploma or equivalent.

Proven working experience in an administrative assistant role.

Solid communication skills both written and verbal

Ability to be resourceful and proactive in dealing with issues that may arise

Ability to organize, multitask, prioritize and work under pressure

Proficient in MS Office

Event planning experience a plus

ORGANIZATIONAL RELATIONSHIP

Reports to the President & CEO

DUTIES AND RESPONSIBILITIES

Greeting visitors, welcoming, directing, and announcing them appropriately.

Answering incoming phone calls and forwarding to the correct department while providing basic information to callers when needed. Taking messages when staff is unavailable. Receiving and signing for mail/deliveries. Maintain security by following procedures (monitor logbook, direct visitors to the appropriate office following confirmation of appointment by staff). Schedule appointments, order office supplies. Event planning. Light accounting work (accounts payable/receivables).

Send cover letter and resume to hr@birminghamul.org

Job posting closes 5/11/2017

No Phone Calls

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