



**BUILDING a PATHWAY
to PROSPERITY**

POSITION TITLE: Administrative Assistant

REPORTS TO: Executive Assistant

POSITION SUMMARY: The Administrative Assistant is a critical part of the Operations team with responsibilities that support the administrative functions for multiple teams within Hope Builders. The Administrative Assistant demonstrates excellent attention to detail and time management skills, effective and timely communication, and strong customer service and professionalism. This is an **on-site** position Monday through Friday.

KEY RESPONSIBILITIES OF THE POSITION INCLUDE:

- Serve as the primary receptionist for the Anaheim office. Greet visitors, answer the phone, provide information, and take messages for all who visit or call. Properly route callers to both Hope Builders and Hope Builders Career Connections (HBCC) staff as appropriate.
- Provide administrative support upon request for needs across the organization; work closely with Outreach & Admissions and Programs.
- Oversee incoming and outgoing mail across all three facilities; Take out-going mail to the post office and other locations and distribute incoming mail to appropriate staff as scheduled
- Assist with the maintenance of public areas throughout all HB facilities including the lobby, kitchen, and conference room areas
- Maintain inventory record of office supplies, monitor office supply ordering, redistribute supplies across facilities as needed or requested
- Assist Executive Assistant with operational duties, including but not limited to, providing support for facility projects and tasks
- Performs other duties as assigned, including but not limited to assisting with, providing other departments with various administrative support and back-up front desk coverage for other HB locations

POSITION DELIVERABLES:

- 95% on-time project completion
- 24 hours response time (excluding weekends) on all support requests
- Supply inventory update within last 30 days

POSITION QUALIFICATIONS:

- High school diploma or GED required
- Valid CA driver's license and clean DMV record
- Minimum one (1-2) year of full-time experience in a similar position
- Must have excellent computer skills (Microsoft Office Suite – Word, Excel, Outlook, Teams)
- Highly self-motivated with excellent time management and people skills
- Good organizational skills and the ability to manage multiple projects simultaneously
- Fully insured vehicle for use during work hours (mileage reimbursed)

ADDITIONAL REQUIREMENTS:

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 25 pounds. Ability to go up and down stairs throughout the day.

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

COMPENSATION: Comprehensive compensation plan provided including:

- Wage range between \$19-\$20.50 per hour - depending on experience
- Robust medical, dental, and vision benefits are offered
- 401(k) retirement plan with employer match
- Generous vacation time accrual

Please send resume to hr@tsjhopebuilders.org
