

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Admin. Assistant-Receptionist **[SALARY BASE:] Competitive Salary**

[CONTACT:] Human Resources Dept. **110 S. Daniel Salinas Blvd. Donna, TX 78539**

[LOCATION:] McAllen Admin. Office **[STATUS:] Full Time** **[TERM:] Regular**

[CLOSING DATE:] Until Filled **[APPLICATION DEADLINE:] 12/31/2021**

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the supervision of the Regional MSHS Director is responsible for implementing administrative systems, procedures, policies, and administrative projects that include conducting research preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, customer services, arranging conference calls, and scheduling meetings in the day to day operation of Child Development Management Services.

[JOB DUTIES:]

1. It is required to use a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing, and be able to use different types of telephone systems along with email programs.
2. Will coordinate and perform administrative activities and support by storing, retrieving, and integrating information for dissemination to staff and clients, answers and relays calls and messages, with follow-up to the recipient in a professional manner.
3. Open, sort, and distribute incoming correspondence, including faxes and email, and schedule and coordinate meetings, appointments, and travel arrangements for managers or supervisors.
4. Receives visitors and program applicants/participants in a customer-oriented manner, gives program information to callers and visitors and directs to appropriate staff members.
5. Maintains supply inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
6. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques.
7. Will assist with negotiating with vendors on office equipment and/or supplies.
8. Maintains workflow by studying methods, implementing cost reductions, and developing reporting procedures to resolves administrative problems by coordinating the preparation of reports, analyzing data, and identifying solutions.
9. Creates and revises office systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and maintain files.
10. Prepares and modifies documents, including correspondence, reports, drafts, minutes, contracts, memos, emails, and other documents as requested.
11. Maintains financial records, files, receipts; tracks invoices, billings, program data such as performance indicators, mailing lists, as well as other office records.
12. Assists in coordination of planned activities, workshops, conferences, travel arrangements, venue arrangements.
13. Provide technical assistance, training, and support to new staff as needed.
14. Attend meetings, conferences, workshops and performs special projects and other related duties as assigned.

[QUALIFICATIONS:]

1. Two years of vocational trade or equivalency supplemented by two years of college-level work or equivalent experience of at least two years.
2. Demonstrated ability either through education and/or experience, knowledge of corporate office protocol, and customer service-oriented practices and procedures.
3. Demonstrated ability to speak clearly, pleasantly, and courteously, and must possess good listening/comprehension skills.
4. Must possess good organizational skills and have the ability to digest program facts and interpret them to visitors and applicants for services.
5. Knowledge and experience in recent computer software, word perfect/Microsoft Word, Excel, with demonstrated ability to type a minimum of 50 words per minute.
6. Bilingual Spanish speaking preferred

[CONDITION OF EMPLOYMENT]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to starting. All employees must complete a physical exam and TB test showing the absence of Tuberculosis within 30 days of employment.

[WORK ENVIRONMENT]

The 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 will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands:

1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used:

- a) phones, b) computer system, c) fax machine, d) copy machine, e) laminator, f) calculator, g) first aid equipment, h) fire extinguisher. **Usage varies by position.*

[CLICK HERE TO APPLY FOR THIS JOB.](#)

Equal Opportunity Affirmative Action Employer

10/05/2021