

## **Administrative Assistant/Receptionist**

**JOB CODE:** HS001

**Schedule:** Ex. Full Time On Site

**Work Status:** Regular / Non-Exempt

**Salary:** \$12.38 - \$15.48 - Based on education and experience

**Location:** McAllen, Tx

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

**Earn up to \$3,000 in incentive pay during your first year of employment!**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

## **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

**Our administrative team is looking for an individual who is driven and motivated in providing the support, coordination, organization, management, and resources to ensure that required administrative functions are conducted timely, effectively, and efficiently. If you believe that you are this individual, then we have a position for you.**

Under the supervision of the Regional MSHS Director, the Administrative Assistant Receptionist is responsible for ensuring and implementing administrative day-to-day clerical functions such as, but not limited to, preparing reports, handling information requests, preparing correspondence, receiving visitors, customer services, arranging conference calls, and scheduling meetings in the day-to-day operation of Child Development Management Services.

## **Primary Responsibilities (not all inclusive)**

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.

# UMOS

## *Building Better Futures*

8. Maintains workflow by studying methods, implementing cost reductions, and developing reporting procedures to resolve 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

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*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*