**ADMINISTRATIVE ASSISTANT**

Submission details:

Interested applicants must submit a cover letter and resume to info@wfnconsulting.com on or before 5:00 p.m. on Monday, June 30, 2014.

Primary Responsibilities:

The Administrative Assistant provides high quality customer service as the first point of contact for clients of the Gwinnett County Community Development Program, administered by WFN, Inc., a program management firm that administers HUD entitlement grants awarded to Gwinnett County, Georgia. The Administrative Assistant performs duties required to maintain the efficient daily operations of the WFN Gwinnett Office, including customer service, office supply purchasing, word processing, records management, and filing. A valued member of the team, the Administrative Assistant reports to the Deputy Director.

Duties:

* Performs receptionist duties, greets the public/refers customer to appropriate WFN staff members, answers telephone calls and email, routes telephone calls, and takes messages.
* Distributes incoming mail and prepares outgoing mail including bulk mail.
* Maintains/facilitates calendars/registrations for conference rooms.
* Maintains reception area, lobby, and printer/copier/fax workstations – keeping them clean and free from clutter.
* Serves as the operator for the office copier/printers.
* Maintains/organizes office supplies by determining inventory levels; anticipating supplies needed; placing and expediting orders for supplies; receiving/verifying receipt of supplies.
* Ensures operation of equipment by completing preventative maintenance requirements including calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Updates and maintains mailing lists.
* Assists staff with administrative duties as requested.
* Creates and edits word processing and spreadsheet documents, including preparing mailing labels and reports, as requested.
* Maintains appropriate interpersonal relationships with other employees, peers, clients and other customers.
* Assists with various program operations as requested and as instructed.
* Shows a willingness to support organizational goals, objectives and duties of other office staff members when needed and possesses the ability and willingness to work cooperatively with others.
* Demonstrates flexibility and willingness to perform other duties, as assigned.

Qualifications:

* Bachelor’s Degree or equivalent work experience.
* Demonstrated written and oral communication skills.
* Must be able to work independently and in teams.
* Ability to independently understand, follow and implement complex instructions.
* Demonstrated experience with Microsoft Outlook, Excel, Word and PowerPoint is required.
* Knowledge of general office machines and telephone systems.
* High degree of discretion dealing with confidential information.

Compensation:

* Starting salary up to $30,000, determined by education and experience.
* Available benefits include health and life insurance, Flexible Spending Account and 401(k) retirement plan.

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