



亞裔家援服務處

JOB DESCRIPTION

Position Title: Administrative Assistant (Receptionist)	Salary: \$38,000 - \$40,000
FTE/Hours Per Week: 30 hours	Status: Non-exempt
Location: 10 Nottingham Pl, San Francisco, CA 94133	
Reports to: Director of Accounting, Payroll, & Benefits	
<p>Major Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Act as a receptionist for the agency. Receive the public and direct to appropriate staff, answer telephone, and route calls ● Provide basic information and referral services to clients ● Provide phone coverage and client reception services ● Coordinate daily office operations with the Director of Accounting, Payroll, & Benefits ● Maintain and update the referral information, staff training resource information, and staff meeting minutes ● Support the car donation program ● Perform routine office duties as directed ● Prepare reports and translations, including APA monthly calendar ● Order and maintain adequate office supplies ● Assist in maintaining up-to-date records, files, and forms ● Assist in preparing and producing brochures, flyers, and pamphlets ● Sort incoming mail and take outgoing mail to the mailbox at the end of the day ● Assist in the maintenance of the office facility and office equipment ● Assist in drop-in childcare with clients ● Assist in coordinating meetings and agency events/celebrations ● Assist in diaper distribution-related activities: Including, but not limited to, keeping track of inventory, receiving phone calls, and distributing diapers ● Perform other duties as needed 	
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> ● Associate degree or equivalent combination of education and experience ● Experience with Microsoft Office applications such as Word and Excel. Knowledge of Microsoft Access is a plus ● Good organization and time management skills ● Strong oral and written communications skills ● Autonomous and capable of working independently and within a team environment ● Bilingual in Cantonese. Mandarin or Asian Pacific Islander languages are a plus <p>To Apply: Email resume to: info@apafss.org Subject/Ref.: Administrative Assistant APA is an equal opportunity employer Position is open until filled</p> <p>(APA reserves the right to modify an employee's job description at any time based on the needs of the organization.)</p>	