girl scouts
heart of michigan

Job Title:	Administrative Assistant	**Reports To:**	Administrative Executive
Department/Group:	Administration	**Job Code/ Req#:**	46110
Location:	MI – Jackson	**Travel Required:**	As needed
Level/Salary Range:	Commensurate with experience	**Position Type:**	Full-time, Exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	September 5, 2012
Will Train Applicant(s):	Yes	**Posting Expires:**	When position is filled

Applications Accepted By:

FAX OR E-MAIL:	**MAIL:**
(269)492-1439 or hr@gshom.org Subject Line: Administrative Assistant - Jackson **Attention:** HR Department	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

ROLE AND RESPONSIBILITIES

1. Provide clerical and administrative assistance to assigned areas.
2. Assist volunteers and staff by responding to inquiries in a courteous and helpful manner.
3. Ensure written correspondence is prepared and edited and reports, forms, meeting minutes and similar documents are accurate and completed in a timely manner.
4. Assist in maintaining all databases by entering, manipulating and analyzing data.
5. Assist on Help Desk with online registration issues.
6. Work within established departmental and organizational policies and procedures. Assist in establishing objectives and action steps to help the team and council reach their goals and provide active support for fundraising and Product Program.
7. Maintain, monitor, and update files and records.
8. Maintain the highest level of confidentiality of information.
9. Participate in regular meetings and conference calls and keep up with all forms of information dissemination to ensure up to date knowledge of council activities, policies and procedures. Share departmental information with Regional Staff.
10. Schedule work in accordance with priorities, working with the Customer Service Team to redistribute assignments as needed to meet deadlines.
11. Interpret and promote Girl Scouting in the community in order to enhance the role and image of Girl Scouting, foster interest in troop sponsorship, increase visibility and attract new girl and adult members.

EDUCATION

- Associate's degree in business or related field preferred or experience commensurate with degree, preferably three years of related

QUALIFICATIONS

- Demonstrated knowledge of office equipment with advanced training in Microsoft Office applications and database systems
- Excellent organizational skills
- Self-starter with little need of direct supervision

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- Must be able to perform in a professional and courteous manner at all times
- Must possess excellent oral and written communication skills to work in a team environment and demonstrate a willingness to accept new responsibilities and handle multiple projects
- Ability to work independently, multi-task simultaneous projects and work well with all levels of staff and volunteers

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.