



## **Caridad Center, Inc.**

8645 West Boynton Beach Blvd., Boynton Beach, FL 33472

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**REPORTS TO: FACILITY MANAGER**

**FLSA CLASSIFICATION: ☐ EXEMPT ☒ NON-EXEMPT**

**GENERAL FUNCTION:** Caridad Center, the largest free clinic in the State of Florida is looking for a **PART TIME (28hrs/week) energetic, conscientious, and detail oriented individual who enjoys making a difference, being part of a team, and takes pride in their career to work in our office.** The Administrative Assistant responsibilities include providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The job scope includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

**SALARY & BENEFITS:** \$15 per hour, 401K with up to a 4% match, four hours of paid holiday time on Christmas and New Year's, 16 hours of sick time per year. Continued employment is dependent on availability of funding resources.

### **JOB DESCRIPTION/RESPONSIBILITIES:**

- Answer and direct phone calls;
- Organize and schedule meetings and appointments;
- Maintain contact lists;
- Produce and distribute correspondence memos, letters, faxes and forms;
- Assist in the preparation of regularly scheduled reports;
- Develop and maintain a filing system;
- Order office supplies;
- Manage staff uniform orders;
- Provide general support to visitors;
- Review/answer emails;
- Special Projects as assigned.

### **REQUIREMENTS/QUALIFICATIONS:**

- Associate's Degree or equivalent experience;
- Proficiency in MS Office suite, Email, Internet;
- Proven admin or assistant experience;
- Knowledge of office management systems and procedures;
- Excellent time management skills and ability to multi-task and prioritize work;

- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills;
- Strong organizational and planning skills.

**NON-DISCRIMINATION STATEMENT:**

Caridad Center, Inc. does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Caridad Center, Inc. will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

Please send resume to: Miriam Schwade at [mschwade@caridad.org](mailto:mschwade@caridad.org).