



## Hiring NOW – **Office Assistants!**

Join us at Macon Bibb County Economic Opportunity Council, Inc.! (**Macon-Bibb and Monroe County**)

**Do you have a passion for working with children and their families in an effort to help close the achievement gap?**

### ***Why Macon-Bibb County Economic Opportunity Council, Inc. ?***

- Annual, Sick and Holiday Pay
- Comprehensive benefits, including 401K Profit Share and 403b Retirement Plans
- Career growth opportunities
- Caring, supportive, FUN, working environment
- Ability to make a difference, In the lives of the children and families we serve

The Office Assistant's role is an administrative position is responsible for handling certain office details for the Center Manager/Center Supervisor.

- Greets visitors, determines their needs, and directs them to the correct person(s) or department(s).
- Deals with inquiries from the public.
- Monitor visitor access and maintain security awareness.
- Operates multi-line telephone system and routes incoming calls appropriately.
- Responsible for routing all incoming and outgoing mail, and other correspondences.
- Prepares and reviews correspondence, reports, etc. for Center Manager/Center Supervisor.
- Maintains an accurate confidential filing and information retrieval system, prepares clerical records and reports from a variety of materials including the computer.

### **Requirements:**

- Must be a High School graduate or possess a GED from an accredited institution.
- Technical Certificate/Diploma in Business or related field – Preferred.
- One (1) year experience in a job requiring the carrying out of duties relevant to the job duties listed above.
- Demonstrate proficiency with Microsoft Excel, must be able to create spread sheets, manipulate existing spread sheets, create formulas, and create letters, memos, flyers etc.
- Knowledge of administrative and clerical procedures and the ability to type 20 to 30 words per minute.
- Must be a self-starter with the ability to multitask and shift focus on a moment's notice.
- Ability to problem solve, plan, and organize.
- Excellent interpersonal skills, customer service skills & communication skills both verbal and written.
- Maintain a professional, cheerful personable attitude while carrying out Head Start/Early Head Start duties.
- Pass all background checks

***The mission of Macon-Bibb County Economic Opportunity Council, Inc., is committed to reducing poverty by providing collaborative comprehensive services and resources that empower economically disadvantaged families to achieve self-sufficiency.***

**We are an equal opportunity employer, committed to creating a diverse and healthy workplace.**

Job Type: Full-time

Starting Salary - \$12.97/hour