

Office Assistant

Do you have a passion for helping others?

We are looking for a dynamic and detail-oriented Office Assistant to join our team. The Office Assistant plays a key administrative role, supporting the Center Manager/Center Supervisor with daily office operations and ensuring a welcoming and efficient environment for staff, visitors, and the public.

Job Type: Full-time **Starting Range:** \$14.44/hour

Key Responsibilities

- Greet visitors, assess their needs, and direct them to the appropriate person or department.
- Assist with morning drop-off and afternoon pick-up processes.
- Manage public inquiries and maintain visitor access and security awareness.
- Operate a multi-line telephone system, routing incoming calls appropriately.
- Manage all incoming and outgoing mail and correspondence.
- Prepare and review correspondence, reports, and other documents for the Center Manager/Supervisor.
- Maintain a confidential filing system and generate clerical records and reports, including those using computer software.

Requirements

- High School diploma or GED (required); Technical Certificate/Diploma in Business or related field (preferred).
- At least one (1) year of relevant experience.
- Proficiency in Microsoft Office Suite, particularly Excel, including creating and editing spreadsheets, formulas, and documents.
- Strong knowledge of administrative and clerical procedures; ability to type 20–30 words per minute.
- Initiative-taking, with strong multitasking, problem-solving, planning, and organizational skills.
- Exceptional interpersonal, customer service, and communication skills (verbal and written).
- Positive, professional attitude when performing Head Start/Early Head Start duties.
- Reliable daily transportation and willingness to use personal vehicle for home visits, meetings and other assigned duties.
- Must successfully complete background check, drug screening, TB testing, and pre-employment physical prior to hire.
- Physical ability to sit, bend, crawl, kneel for extended periods, and lift/carry up to 50 pounds.

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

Paid Time Off:

Annual, Sick, and Holiday Pay.

Comprehensive Benefits:

Includes 401K Profit Sharing and 403b Retirement Plans.

Career Growth:

Opportunities for professional development and advancement.

Team Culture:

A caring, supportive, and fun working environment.

Impactful Work:

Make a meaningful difference in the lives of the individuals and communities we serve.

If you are passionate about working with people and thrive in a role where you can make a real difference, we encourage you to apply and join our dedicated team!

Mission:

Macon-Bibb County Economic Opportunity Council, Inc. is committed to reducing poverty by providing comprehensive collaborative 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.



**Macon-Bibb County
Economic Opportunity
Council, Inc.**



Helping People, Changing Lives, and Building Families.

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