

JOB DESCRIPTION

Position Title: Administrative Assistant

Reports to: Chief Executive Officer

BASIC FUNCTION

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports staff through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone, virtually and in person, ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Data entry including, but not limited to, member applications and interboards
- E-mail communication
- Proofreading
- Prepare documents, reports, and letters as required.
- Filing
- Support for event logistics as needed.
- Ordering office supplies
- Manage the PKAR procedures manual, ensuring updates are made as needed.
- Participating and note taking for assigned committees.
- Provide general administrative support to PKAR team and CEO.
- MUST have ability to work from home.

EXPERIENCE

- Data entry
- Customer service experience
- Excellent organizational and time management skills
- Excellent interpersonal, oral, and written communication skills
- Ability to work with little supervision and the ability to take initiative
- Strong attention to detail

COMPENSATION

- \$18.00/hr for 20hrs/week
- \$25.00/month cell phone allowance
- 10 days vacation.
- 10-2pm Monday-Friday

APPLICATION

Please send resume and cover letter to christine@peterboroughrealestate.org no later than 4pm on February 28th, 2022. Please put in the subject line: Application for Administrative Assistant