



Now Hiring! Administrative Assistant

Location: New Albany, IN (Candidates need to be within 100 miles of New Albany)

Schedule: Monday - Friday 8:00am-4:30pm

Job Summary

To function as receptionist for the agency and provide administrative support to the Executive Assistant and Executive Team. Provide in-person or over-the-phone greeting in a way that promotes respect and maximum efficiency in the Aging & Disability Resource Center along with performs clerical/secretarial duties. Will be cross-trained and responsible for all functions of this position.

Who We Are?

[LifeSpan Resources](#) is a non-profit organization that connects individuals to resources, options, and services to remain living independently for as long as possible.

What's In It for You

- Salary range starting at \$15.00/hr.
- Medical, Dental and Vision plan options
- Life & Disability agency paid!
- Tuition Assistance and Paid Training
- Discounted YMCA membership
- 401(k) employee pre-tax savings plan with employer contributions
- 14 Paid Holidays & 2 floating Holidays
- Vacation & Sick time
- Opportunity for advancements
- Mileage reimbursement for travel when needed.
- Employee appreciation events

Job Responsibilities

- Functions as receptionist for the agency ensuring incoming calls are routed efficiently to the ADRC. Greets people and directs them to the appropriate department/staff.
- Assists with agency special events (Senior Games and Voice & Vino) registration, programs, mailings, scrapbooking, and other activities as needed.
- Completes clerical assignments for agency staff with approval from the supervisor and assists the Executive Team/Program Directors/Supervisors, as needed.
- Trains reception/clerical aide volunteers and oversees clerical tasks. Tracks volunteer hours and posts quarterly in ServTracker.
- Is responsible for ordering agency-related items for internal events and administrative initiatives.
- Helps with data entry of agency donations into donor database software, generating thank you letters with appropriate signatures and mailing letters.
- Drafts lobby TV PowerPoint presentations and uploads them twice per month.
- Assists In-Home Department: processes case management mail, files case management client paperwork, and creates ADRC initial files.
- Assists the Finance Department with filing, data entry, document creation, and other projects, as needed.
- Provides back-up assistance to Nutrition (meal order) and Transportation (billing).
- Assists with tasks associated with the Annual Vendor Fair.
- Performs Quality Assurance tasks by assisting with provider and file audits.
- Assists Case Management in recruitment activities.
- Executes other assignments as requested.



Qualifications

- Ability to work as a Team member.
- Communication skills (oral, written, and interpersonal skills).
- Good organizational skills; sensitivity in dealing with older persons.
- Computer literacy (Word, Excel, Publisher, PowerPoint).
- Working knowledge of office procedures; dependability; and punctuality.
- Time management skills.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

(The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.)

- Moderate work occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials up to 25 pounds.
- May need to remain in a stationary position at a desk or computer for long periods at a time.

Equal Opportunity Employer

LifeSpan Resources provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. LifeSpan Resources is an E-Verify employer.

Please send resume to: jworks@lrs14.org