

Office Assistant

JOB DESCRIPTION

JOB INFORMATION

Job Title	Office Assistant
LOCATION	Office <input checked="" type="checkbox"/> Remote <input type="checkbox"/> Albuquerque, NM

JOB SUMMARY

Office Assistant to maintain efficient office and event environments by assisting management and staff.

DUTIES AND RESPONSIBILITIES

- Primary role is to be in the office, answering the door, receiving deliveries, covering the phones, and performing office administrative duties
- Provide superior telephone skills and referrals involving sensitive subject matter with compassion and care in accordance with caller needs, company policies and procedures.
- Attend trainings for education on our organization and skill set needed for this work.
- Assist ED, DD, HR Director, CFO and other staff as directed by supervisor with duties related to position

SKILLS AND SPECIFICATIONS

- Adaptability to working in a dynamic office with changing requests
- Organized
- Excellent communication skills
- Ability to take direction
- Technology skills; proficient in Microsoft Office applications and other programs, systems

MINIMUM EDUCATION AND QUALIFICATIONS

- Office Administrative Skills min 2 years
- High School Diploma or equivalent
- College advantage; Spanish speaking advantage; previous office experience may be requested but this can also be entry level position

SALARY/BENEFITS

- \$35,000 - \$45,000 a year (\$22.43 - \$28.85 per hour) depending on experience
- Full-Time (30 hours per week),
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".