
JOB TITLE: Front Desk Administrative Assistant

FLSA STATUS: Non-Exempt, Hourly, Full-time

Reports to: Operations Coordinator

Summary

Catholic Charities is seeking a professional, dynamic and highly organized Front Desk Administrative Assistant to join our team. This vital role serves a key role in our daily operations ensuring smooth office management, exceptional customer service and efficient administrative support. Your compassionate approach and attention to detail will create a welcoming environment for clients, visitors and team members. If you are passionate about making a difference in the lives of others, we invite you to join our dedicated team of professionals.

Primary Function

Provides reception and administrative support to ensure professional and efficient office operations. Key responsibilities include data entry, client follow up, and office organization.

Duties and Responsibilities

Reception

- Greet visitors, manage the reception area, and ensure the lobby remains professional and clean.
- Answer, screen, and forward incoming phone calls, as well as take messages and field general inquiries.
- Manage incoming and outgoing mail and packages.
- Check clients in and out for appointments.
- Collect service fees and issue receipts.
- Perform other clerical duties such as filing, photocopying, transcribing, scanning, and faxing.
- Update paperwork, maintain documents, and organize files.
- Assist with scheduling appointments and meetings.

Data Entry

- Enter data and client record information into applicable spreadsheets and database accurately and efficiently.

Client Communications

- Communicate with clients including phone calls, text reminders, appointment changes, etc.
- Conduct follow-up communications with clients as requested by program staff members.
- Perform adoption search inquiries in compliance with state, federal, and Diocesan standards.

Other Duties

- Assist with the organization and implementation of agency-sponsored events.
- Perform basic office cleaning and organization.
- Support special projects, including document preparation, proofreading, and research.
- Monitor office inventory, track supply levels, and place orders to restock necessary items.
- Complete other duties as assigned.

Minimum Qualifications

- High School graduate with two years of job-related experience.
- Proficiency in Microsoft Office software.
- Ability to maintain confidentiality of sensitive information.
- Outstanding verbal and written communication, strong time management, and the ability to multitask effectively in a fast-paced environment.
- Strong attention to detail and organizational skills,
- Ability to sit or stand for extended periods of time with occasional light to medium lifting.
- All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.
- Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs.

In addition to the specific duties and responsibilities shown below, the office assistant is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services

Applicants shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume and cover letter to humanresources@evdio.org