



## JOB DESCRIPTION

**Job Title:** Office Assistant (Part-time: Up to 25 hours per week)  
**Department:** Administration  
**Reports To:** Manager of Administration  
**Salary Range:** \$12 hour  
**Location:** Tallahassee

### **BASIC PURPOSE:**

Assist with providing administrative support to ensure efficient day to day operations of the office.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Coverage of the office reception area.
- Greet visitors in a professional manner; provide visitors with information and direct them accordingly
- Answer phone calls and direct callers to the appropriate party
- Process, sort, and route incoming and outgoing mail.
- Signs for delivered packages and distributes them to the appropriate recipient
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Coordinate meetings and appointments by reserving rooms and managing refreshments.
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research

### **SUPERVISION: NONE**

**ACCOUNTABILITY: Impact and Scope:** *(No financial or other measurable accountabilities have been identified for this position)*

### **MINIMUM QUALIFICATIONS REQUIRED:**

- High school graduate or associate degree
- Prior experience as an Office Assistant or in related field.
- Proficient in Microsoft Office applications and ability to operate general office equipment
- Excellent written and verbal communication skills
- Reliable, Consistent, professional dress and manner

**Please submit resume thru job posting on [Indeed.com](https://www.indeed.com)**

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*No phone calls or agencies please.*