



Facilities Admin Assistant * The ARC of Greater Hudson Valley, Sullivan County

Overview: The Arc Greater Hudson Valley is seeking a Facilities Admin Assistant in Sullivan County. The Facilities Administrative Assistant is responsible to organize and perform the administrative duties required within the Facilities and Fleet Department in the Sullivan County Office.

Expectations:

Maintain positive work atmosphere by behaving and communicating in a manner that gets along with individuals, collaterals, and staff.

Maintain valid licenses (including but not limited to driving, as applicable), certification, or necessary to carry out the responsibilities upon and throughout employment.

Be Flexible to Learning New Things While We Strive to Improve our Systems

Participate in required in-services and training to promote personal and professional growth.

Responsibilities:

Maintain a Professional Office Atmosphere while at work

Maintain file systems and records to assure retention and retrieval of agency/program documents and reports in in such a way that they meet OMRDD regulatory standards, including process, procedure, and maintaining the archives of Facility and Fleet files.

Organize and conduct the duties and functions necessary to aid in the efficient operation of the Facilities and Fleet Maintenance Operation.

Coordinate and keep records of the interview process for prospective new Day Services Employees. This includes setting up interviews, collecting homework, and checking references.

Perform administrative functions for the Coordinator of Facilities to insure efficient running of the Facilities and Fleet Administrative office. Including processing of correspondence, arranging /coordinating meetings, answering phone and appropriately passing on messages to the AED,

Maintaining all office records and files.

Perform secretarial functions including typing, scanning, filing, copying, collating, transcribing and word processing. Maintain organization of Facilities and Fleet office space and equipment.

Follow established procedures which coordinate paperwork as required between Day Services and other Agency departments/collateral Agencies. Maintain records and other information required by the Director of Facilities.

Process and record requisitions needed by the Facility Department. (all requisitions for cost center 162). Ensure that new employees have the technical support needed (fill out paperwork for computer usage & have correct access to shared files) and provide training on the usage of computer systems & programs. Organize and keep track of Vehicle and Facility Keys. Assist in the shuttling of vans between locations and to repair shops. Travel to various vendors to pick up parts or items required for the operation of the Agency.

Collect Certificates of Insurance from Vendors, Coordinator Building Permits for Projects.

Follow the Organization of Systems of the Current Facilities Administrator namely the Inspection Reports Folder Receive Telephone Calls and Redirect Calls to Appropriate Parties in a Timely Manner Coordinate the Repair of Vehicles and Appliances. Research Cost and Availability of New Appliances and arrange for their delivery to the homes.

Copy all Vehicle Repair Orders and File in File Cabinets with the Potential to Begin Scanning them into our files. Become Familiar with and Learn the Facility Software in order to Assist with the Daily Operation of Facilities and Fleet.

Qualifications:

High school diploma/GED and 2 years office experience preferred. Typing, telephone techniques, knowledge of Personal Computers, software, filing and office machine operation.

Knowledge of Excel Spreadsheet are essential to success in this position.

Shift and Salary; This is a Full-time position, 40 hours a week, \$17.14-hour Benefits include Health Insurance, Dental Insurance, Paid vacation, Paid Sick Leave, Holidays, and 401K.

Apply by contacting Liberty Apostolides by email at lapostolides@arcghvny.org