



Office Assistant Extraordinaire

Purpose: Provide office environment support when needed

Scope: In the absence of receptionist, provide a warm welcome to Chandler/Gilbert Arc members, families and visitors. Respond quickly and courteously to their needs and inquiries. File, store and shred documents as directed. Monitor Day Treatment and Training Area inventory when needed as directed. Communicate replacement needs. Maintain database(s).

Skills/Attributes: Outgoing with a love of working with people to create a welcoming reception both in person and over the phone. Organized. Knowledge of Microsoft Office Suites Word and Excel.

Time Commitment: Willingness to make self available when these needs present themselves.

Work Environment: Partner with the Executive Administrative Assistant in an office environment.