

Administrative Assistant

Position Title: Administrative Assistant-Disaster Case Management

Reports To: Supervisor of Disaster Case Management

Employment Status: Full-time, Temporary, (End August 24, 2019)

Summary: Assists with the implementation of administrative systems, procedures, and policies, and monitoring administrative projects. The Administrative Assistant provides technical support to the case management program, and is an essential part of the Disaster Management of the Program.

Responsibilities:

- Assists with the implementation of procedures and operating practices established guidelines and policies for recordkeeping systems, forms control, and serves as a liaison for the Supervisor and Case Management team.
- Assists with the coordination and preparation of reports, provide administrative support of the Case Management team and other essential duties necessary for the day-to-day operations of the program.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies are filled.
- Maintains professional and technical knowledge by attending staff meetings and taking minutes.
- Assists in maintaining program files and filing system(s).
- Other duties as assigned.

Qualifications:

- High School Diploma or GED; Associate in Business Administration preferred.
- At least 3 years' experience in office management.
- Bilingual (English and Spanish preferred).
- Excellent interpersonal, organizational, and managerial skills.
- Must have good typing and numeric key entry skills.
- Good spelling, grammar, strong reading comprehension, and punctuation skills are necessary.
- Proficient with Microsoft Office Suite, i.e. Excel, Word, PowerPoint, PDF, and Outlook.
- Self-directed and abled to work with limited supervision.
- Valid drivers' license with an acceptable driving record.

Physical Demands:

The job includes sitting, walking, and standing; use of hands for writing and typing, adequate vision and hearing; and the ability to sit for long periods. Requires occasional lifting, carrying, up to 30 lbs. Work involves occasional exposure to unusual elements and weather.

Salary is commensurate with education and/or experience.

Applicants must meet Catholic Charities requirements: criminal background check, drug screening and complete Diocesan certification in Creating and Maintaining a Safe Environment.

Closing Date: Until Filled

Interested applicants may download and submit an employment application and resume to:

Catholic Charities of Corpus Christi, Inc.
615 Oliver Ct. Corpus Christi, Texas 78408
For additional information email ddean@diocesecc.org