



ADMINISTRATIVE ASSISTANT

Apostolic Christian Counseling and Family Services (ACCFS) has an immediate need for a full-time (40 hours per week) Administrative Assistant. Must be a member of the Apostolic Christian Church, in good standing, with the approval of his/her local elder and support the Apostolic Christian Church of America Statement of Faith.

This position requires a dedicated individual to help ACCFS ensure clients' needs for counseling are met. This position also assists ACCFS in performing administrative functions.

Job Duties/Responsibilities May Include, But Are Not Limited To

- Responsible for administrative duties to support ACCFS, including processing and managing emails, mail, calendar, expense reports and files.
- Responsible for answering phones, scheduling clients, and checking clients in and out.
- Responsible for recording credit card transactions and receiving donations.
- Responsible for ordering supplies.
- Perform other duties as assigned as related to work in the Front Office.

Qualifications

- Ability to maintain strict confidentiality
- Good interpersonal skills and the ability to relate to a broad range of individuals
- Communication Skills (verbal and written)
- Reliability
- Ability to multi-task
- Good telephone skills
- Willingness to learn how to respond to people who are, at times, under stress or are mentally ill
- Good organizational skills
- Good typing and computer skills
- Proficiency with the Microsoft Office (Outlook, SharePoint, Word, PowerPoint, Excel)
- Self-starting and, once adequately trained, needing minimal supervision
- Able to independently, or with minimal supervision, identify needs within the agency and work to address them

Location

The work location for this role is in Morton, IL.