



Support Staff
General Job Description
Revised June 2014

Description

Support Staff reports to the Executive Director/Deputy Director and is responsible for assisting organization in a wide variety of office projects. Support staff must be flexible and comfortable working in an office environment.

Education/Experience

- Must have previous experience working in an office, preferably in a healthcare setting.

Skills

- Ability to work with computers
- Ability to manage a budget
- Ability to take and receive direction on a wide variety of tasks.
- Ability to take and make phone calls.
- Ability to manage multiple tasks within deadlines.
- Ability to communicate with clients, coworkers, and supervisors as well as outside parties respectfully.
- Ability to work with data entry programs.

Duties and Responsibilities

Listed below are examples of duties and areas of responsibilities for this position. The listing below does not include all responsibilities or challenges that present themselves in this position.

- Take and direct calls that come into Senior Connections.
- Communicate with people from all levels of the organization.
- Assist with tasks as needed from various areas of the organization.
- Produce newsletters that keep workers and clients informed about the company.
- Create assorted documents that will be distributed to clients and employees to keep them informed about various programs.
- Help to maintain data on various statistics for the organization.

Salary & Details: Pay range is \$10.39 - \$12.53 per hour, with paid time off. The position works routine hours of Monday – Friday, 8:30 a.m. – 4:30 p.m. at the Superior offices.