

January 23, 2019

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.

Administrative Assistant

Full-time non-exempt position providing general administrative support to ensure the efficient operation of the Administrative/Human Resources department.

Responsibilities

- Develop, maintain and handle confidential information
- ClientTrack (client database) administrator
- Data entry and creating/running statistical information reports
- Process cash and remote bank deposits
- Maintain and order office and postage supplies
- Process invoices for payment
- Process background checks and driving records for new employees and volunteers
- Process renewals for insurance and food and lodging licenses
- Post job openings and process resumes
- Create new hire information packets
- Maintain employee information documents
- Oversee phone, computer and office equipment and work closely with related vendors
- Order computers and related equipment
- Maintain offsite records storage
- Provide general administrative support to staff
- Process petty cash and gift card requests
- Sort, distribute and process daily mail and deliveries

Preferred Qualifications

- Associates Degree or combination of education and experience
- Demonstrated skills and experience in problem solving/resolving IT issues
- Knowledge of domestic and sexual violence issues and their impact

Minimum Qualifications

- Three or more years full time administrative support experience
- High school diploma or G.E.D.
- Excellent knowledge of computer use with proficiency in Word, Excel and Outlook
- Experience working in databases and running reports
- Strong attention to detail and attention to accuracy
- Excellent time management and organizational skills
- Ability to problem solve, effectively plan and prioritize, make decisions individually and within a team
- Excellent written and verbal communication skills

- Ability to work in a fast paced environment with a variety of different tasks
- Self-motivated with the ability to work with minimal supervision
- Commitment to and experience in working with people from diverse populations and marginalized communities

Hours

Monday – Friday, 8:00am – 4:30pm

Starting Salary Range

\$32,000 – \$38,600 DOQ, along with an excellent benefits package including health and dental insurance, retirement plan with employer match, paid holidays, paid vacation and medical, life insurance, short term and long-term disability insurance.

How to Apply

Please submit a cover letter and resume to Margaret Andersen at hadmin@alexandrahouse.org. Submission deadline is February 6, 2019.

***No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within three business days after resumes are received.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.