



## Receptionist/Administrative Assistant

**Compensation:** Competitive Wages, [Bilingual Pay Differential Provided](#), Benefits Package (medical, vision, dental, 403B)

### POSITION SUMMARY

The Receptionist/Administrative Assistant supports the Director of Client Service Operations, as well as other departments within Council on Aging, with a variety of administrative tasks. The incumbent must communicate effectively, both orally and in writing, with all organizational levels. Must demonstrate efficiency and flexibility in performing detailed tasks in a fast-paced work environment with frequent interruptions, changing priorities and deadlines.

### Requirement:

Proof of completed COVID-19 vaccination

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Answering and routing phone calls
- Responding to basic information & referral calls, as needed
- Welcoming and assisting office walk-ins with their questions
- Date stamping and appropriately distributing incoming mail each day
- Entering incoming funds into the cash/check log and making copies as needed
- Entering Meals on Wheels (MOW) additions/deletions into the client spreadsheet
- Manage and process all Title XIX MOW vouchers for payment
- Mailing out monthly MOW statements to clients and distributing to certain sites
- Sending out/distributing MTR's to the MOW/Congregate sites each month
- Prepping, stuffing envelopes, posting and mailing vendor payments 2x/month
- Assisting with SHIBA and Legal Aid calls/appointments
- Coordinating monthly office supply orders
- Handling petty cash and assisting with tracking
- Performing other duties as assigned.

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High school diploma or two or more years of office-related experience and/or training; or equivalent combination of education and experience; some college is desirable
- **Bilingual strongly preferred**
- Proficient in MS Office, data entry, and office equipment (e.g., telephone, calculator, computer, FAX machine, printer/copier)
- Excellent interpersonal skills
- Proficient in customer service and problem resolution
- Excellent written and oral communication skills
- Excellent organizational, planning, and prioritization skills

**\*\* PLEASE SEND COVER LETTER AND RESUME TO [hr@councilonaging.org](mailto:hr@councilonaging.org) \*\***

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

*\*Council on Aging of Central Oregon is a 501(c)(3) non-profit organization dedicated to promoting dignity, well-being, security, and independence for Central Oregon's Senior Citizens and the designated Area Agency on Aging.*

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The Council on Aging of Central Oregon is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.