**Job Title:** Administrative Assistant

**Reports to:** Director

**Summary**

Calvary Cemetery is looking for a competent administrative assistant to help with the organization and running of the daily administrative operations of Calvary Cemetery. You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office duties.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. A pleasing personality with strong communication skills is also highly valued.

**Administrative Assistant Responsibilities:**

* Perform receptionist duties.
* Handling incoming calls, e-mails, online presence in a timely manner.
* Managing e-files, card & paper filing systems.
* Process online intake forms from funeral homes and monument companies.
* Meeting with families to facilitate multiple aspects of burial process.
* Collaborate with IT department to update & maintain cemetery website.
* Updating, maintaining and scanning spreadsheets, documents and reports.
* Maintain trusting relationships with suppliers, customers and colleagues
* Maintain, organize and clean office.
* Coordinating events with associates as well as external customers.
* Maintain supply inventory and office equipment as needed.
* Creating, maintaining, and entering information into databases ensuring accuracy.
* Coordinate with other colleagues to ensure compliance with established policies

**Office Assistant Requirements:**

* High school diploma or associate degree.
* Experience as an office assistant or a related field.
* Analytical abilities and aptitude in problem-solving
* Excellent written and verbal communication skills
* Proficiency in MS Office
* Warm personality with strong communication skills.
* Ability to work well under limited supervision.
* Have a valid driver's license.