mpp inc. macon program for progress, inc.
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Administrative Assistant

POSITION OVERVIEW:
Full time, 12 month position

The Administrative Assistant creates a confidential and welcoming environment (internally and externally) for children, clients, employees and families by providing support in positive manner. Performs duties in accordance with policies, procedures, and the philosophy of the MPP Board

ESSENTIAL DUTIES:

- Projects a positive and respectful attitude that represents MPP in a positive manner within the community at large, and maintains a professional and respectful attitude when interacting with employees, clients, and the public.
- Facilitates open communication with employees, clients, and community partners.
- Obtains a working knowledge of and complies with all MPP policies and procedures, including but not limited to, Personnel Policies and Procedures and service plans and related policy and procedures.
- Possesses a working knowledge of confidentiality and adheres to MPP confidentiality policies. Must be able to maintain confidentiality of all families, children and employees at all times.
- Reports Child Abuse per MPP policy and procedure.
- Operates a multiline telephone system to answer incoming calls and retrieves messages from voice mail forwarding those to the appropriate personnel.
- Answers questions about organization and provides callers with addresses, directions, and other information.
- Welcomes on-site visitors, determines nature of business and announces visitors to appropriate personnel.
- Monitors visitors and parents' access, maintains security in and out of the organization and is aware of and reports any suspicious activity.
- Takes payments for services and products. Drive to and from bank; make deposits and payments, recording payments in receipt book and distributing receipt copies appropriately.
- Prepares outgoing mail for delivery to Post Office. Drive to and from Post Office to deliver outgoing and retrieve incoming mail. Sort and stock mail in appropriate internal boxes.
- Prepare monthly reports, i.e. daycare payments, mileage, postage, etc.
- Accepts packages delivered to front desk and distributes to appropriate staff.
- Records daily call-in absences for children and notifies teachers.
- Keeps reception area and training rooms clean and organized. Maintains the meeting room schedule for the agency.
- Maintain postage machine, order appropriate supplies, update postage rates as needed and ensure postage capacity is available when needed.
- Maintain social media outlets and timely postings, i.e. Face Book, Website, etc.

- Acts as primary contact with technology providers for routine maintenance and repair requests.
- Provides support for the Leadership Team, i.e. scheduling appointments, filing, record retention.
- Participates in collaboration efforts to ensure that each campus is safe and secure.

REQUIREMENTS:

- High School Diploma or equivalent, required.
- Related experience or training, preferred.
- Ability to communicate professionally – verbal and written.
- Ability to be creative and innovative – social media, employee engagement, etc.
- Ability to read, speak and write with proficiency.
- Working knowledge of Excel, Microsoft Word, Power Point and internet usage.

Macon Program for Progress is an Equal Opportunity Employer.