

Job Description

Position Title	Department	Reports to
Administrative Assistant	Front Office	General Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (40 hours/week, M-F 8 am to 4 pm)	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	3/3/23

Position Summary

This position is responsible for coordinating administrative office services such as coordinating general business activities for themselves and others, appointment-setting, records control, and other administrative activities for WIHS. This position also acts as a telephone attendant which includes relaying incoming and interoffice calls. Exercises independent judgment in the resolution of administrative problems.

Essential Duties and Responsibilities

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

- Coordinate and implement general office services such as appointment-setting, records control, and other administrative activities. Coordinate budget accounting operations.
- Processing incoming deliveries of mail, packages, and radio programs
- Driving to the bank for completing deposits and account maintenance
- Coordinate collection and preparation of financial and operations reports.
- Answer incoming telephone inquiries for the organization and forwarding calls appropriately to the correct party/voicemail.
- Coordinating and scheduling with the volunteer staff to support station operations
- Scheduling/coordinating studio recording appointments for pastors and guests.
- Locate and compile information; format reports, graphs, tables, records and other sources of information including monthly donation reports.
- Assemble and categorize facts and figures for written computation and calculations.
- Managing the station's contest operations and prizes
- Operate personal computer to access e-mail, electronic calendars, and other basic office support software.
- Use various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.
- Exercise administrative judgment and assume responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area.

Job Description

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or GED
- One year of related experience or relevant coursework
- Ability to exchange non-routine information using tact and persuasion as appropriate
- Good oral and written communication skills and proficiency operating on a computer

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; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

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.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Job Description

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.