



A proud partner of the **americanjobcenter** network

Administrative Assistant I/ Receptionist

Employ Milwaukee is the local non-profit workforce development board serving Milwaukee County. Our vision is to develop workforce solutions that promote regional economic growth and employment opportunities for all job seekers. Our mission is to build a strong workforce development system by planning, coordinating, collaborating, and monitoring workforce initiatives with businesses, partners, and community stakeholders at the local, regional, and state level.

We are looking to hire a **Limited Term (6 – 9 months)** Administrative Assistant to work **a flexible work schedule (16 – 32 hours a week)**. This position functions as a member of the Administration Services Team and will be responsible for performing specific job activities that support the Administrative Department as a whole.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Greets and assists guests
- Answers incoming telephone calls and provides superior customer service
- Manages schedules, internal meetings and some external appointments
- Assists with the planning and execution of special on-site workforce events
- Schedules and coordinates conference rooms
- Prepares memos, correspondence, reports, and other documents, as requested
- Collects, sorts, date-stamps, and distributes incoming mail on a daily basis.
- Performs data entry.
- Signs for delivered packages
- Provides support for office professionals as required.
- Performs other related duties as required or assigned to ensure the effective and efficient operation of Employ Milwaukee.

Education and Experience:

- High School Diploma or equivalency required
- Associate Degree/Certificate of Completion office administration or related course work desirable
- 1 to 3 years of clerical/office experience required

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

Knowledge and Skills

- Strong desire to be proactive and create a positive experience for others
- Demonstrated strong initiative required
- Ability to work independently with minimal direct supervision
- Excellent computer skills
- Solid general office skills including working knowledge of Microsoft Office
- Must be able to sit for extended periods of time
- Ability to interact and work effectively with both guests and staff of diverse backgrounds
- Excellent written and verbal communication skills
- Proven ability to adapt in a fast paced, changing environment
- Ability to work and think independently

Send Salary Requirements and resume, stating the position you are applying for, to:

Human Resources, Employ Milwaukee

HR@employMilwaukee.org

Interviews may be conducted during the posting period