Abilities, Inc.
at The Viscardi Center

POSITION ANNOUNCEMENT

Date: AUGUST 2018

Position: **SECRETARY – Youth Transition Services (Full-Time)**

Responsibilities: Perform clerical duties using Microsoft Office Suite (Word and Excel), answering phones and taking messages, scheduling appointments, maintaining files, duplicating, and ordering supplies, sending mailings and other correspondence. Sort and distribute incoming and outgoing mail on a daily basis. Prepare purchase and supply requisitions, check requests, expense reports and petty cash vouchers and other internal documentation. Coordinate catering set ups and requests. Prepare School District contracts, Request for Proposals (RFP's), track due dates and ensure completion within appropriate timelines and billing statements. Maintain log of budgets and expenses; track and update as necessary. All other duties that may be required for efficient and effective delivery of services

Qualifications & Education:

- High School diploma or equivalent required
- Minimum of two years clerical and record keeping experience required
- Must be proficient in Microsoft Office, including Word, Excel, and Outlook
- Excellent organizational skills required
- Excellent communication skills necessary

Contact:

Frantz Michel
Human Resources Specialist
Abilities, Inc.
201 I. U. Willets Road
Albertson, New York 11507
Phone (516) 465-1432 or Fax (516) 393-2668
Or
Email humanresources@viscardicenter.org
Abilities, Inc.

An Equal Opportunity/Affirmative Action Employer
Veterans and individuals with disabilities are encouraged to apply