

ASIAN PACIFIC DEVELOPMENT CENTER

JOB DESCRIPTION

Job Title:	Front Desk Administrative Assistant I
Classification:	Part time
Reports To:	Office Coordinator
Program/Dept.:	APDC
Salary Range:	\$

I. PRIMARY PURPOSE AND FUNCTION

This part time position of Front Desk Administrative Assistant will be responsible for teaming up with the Office Coordinator and receptionist to maintain a smooth running front desk receiving area of the agency as well as performing administrative functions for other departments, as identified. This person must be an open minded, highly organized and energetic self-starter requiring minimal daily supervision and should be able to interface with culturally diverse staff and clients in a professional manner. Primary duties include presenting a welcoming first contact at the front desk, monitoring the needs/flow of clients at the clinic, assisting with intakes, receiving client payments, scheduling meetings/appointments for clients, and supporting staff, as needed and identified.

II. RESPONSIBILITIES

- Present a professional, welcoming first contact at the front desk to all clients, staff, funders, etc. by phone, in person and email.
- Monitor the needs and flow of clients and inform staff appropriately.
- Handle account receivable (cash, credit card, or check payments from clients) including writing receipts, tracking, securing, and forwarding all payments to the business office,
- Oversee scheduling and management of client appointments for staff in Behavioral Health Clinic.
- Communicate any new information to all staff and ensure that communication is done efficiently, accurately, and quickly.
- Handle incoming and outgoing mail daily for all staff
- Monitor and distribute incoming faxes.
- As a team member provide back-up coverage to receptionist for phones and client checks-ins.
- Provide support to the Colorado Language Connection (CLC) as identified.

III. QUALIFICATIONS

- High School Diploma or Equivalent (G.E.D) required; Associates Degree or higher education preferred.
- Three to five years of administrative or reception experience preferred.
- Strong computer and analytical skills, utilizing Microsoft Word, Powerpoint, Excel and Outlook.
- Excellent verbal and written communication skills of the English language.

- Experience working with the Asian population and diverse/underserved communities a plus.
- Knowledge of basic office procedures, operation of multi-line telephone system.
- Team player
- Maintain and monitor confidentiality at all times.
- Valid Colorado driver's license and good driving record, and willingness to transport clients, a plus.
- Strengths: open minded, flexible, organized, friendly, able to multi-task, culturally sensitive, punctual, reliable, proactive, take initiative.
- Bilingual a plus.
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If interested, please forward resume and cover letter to:

Rattana Phon at rattanaphon@apdc.org with the subject line: **Front Desk Administrative Assistant I**
Position open until filled.

Equal Employment Opportunity:

The Asian Pacific Development Center does not discriminate on the basis of race, color, creed, nationality, sex, age, sexual orientation, gender identity, or disability.

The Asian Pacific Development Center is a 501(c)(3) community-based organization that has been operational since 1980.