**Job Description:**

Alta Head Start is seeking a full-time Secretary for our Administrative office. This position is responsible for the overall operations of the front office area, as well as, supporting the Head Start Management team with all clerical and general office needs. General duties may include, but are not limited to:

* Answering phones and greeting guests in a friendly and courteous manner and appropriately handling their needs.
* Managing the receiving and distribution of incoming and outgoing mail, shipping and receiving, fax machine, etc.
* Attend required meetings to take accurate meeting minutes, ensuring agendas, documents, sign-in sheets, etc., are ready.
* Type documents, create spreadsheets, flyers, newsletters, and other documents as required by management staff.
* Maintain office supply inventory system, ensuring adequate stock.
* Make copies, scan, and fax documents as needed. Ensure copy machines remained adequately stocked.
* General office maintenance including maintaining a neat and clean reception area/conference room, etc.
* Supervises the maintenance of all office equipment, including copiers, mail machine, laminator, etc.
* Will be cross trained on scanning documents, collecting co-pays, utilizing the credit card machine for Behavioral Health division client needs.

**General Expectations:**

* Ability to communicate effectively, courteously, and professionally with clients, visitors, parents, and co-workers.
* Proficient in Microsoft office products, Office 365 email system, and ability to learn new software quickly.
* Must always maintain a professional appearance and demeanor.
* Ability to relate and communicate effectively with people of all ethnic and socioeconomic backgrounds.
* Must be able to continuously seek methods of improvement for efficient operations.

**Desired Qualifications:**

Minimum of a High School Diploma or GED with at least 5 years’ experience in secretarial/administrative position. Associates degree in a related field preferred.