

Second Start has an opening for an Administrative Assistant in our busy business office. This is a permanent 30 hour, 8:30-3 M-F position with health, dental and paid time off benefits. If you are looking for a place to make a difference and helping people, this job is for you. Competitive wages based on experience. Please send a resume & cover letter to: Dot Fournier – Office Manager, Second Start, 17 Knight Street, Concord, NH 03301 or email to: dfournier@second-start.org. EOE

Necessary Skills:

- Familiarity with graphic design and desktop publishing
- Understanding and mastery of Microsoft Office and/or Google Workspace
- Ability to communicate effectively both verbally and in writing
- Strong attention to detail, problem solving and ability to work independently is required

Responsibilities:

- Answer doorbell and greet walk-in clients and direct them to the most appropriate staff member to help them
- Provide day to day Outlook calendar management
- Review and maintain written and computer files, plus conduct data entry.
- Research and collect information
- Connect with building vendors to carry out fixes and improvements
- Be responsible for the management, inventory and ordering of all office supplies including postage
- Answer and correctly direct all incoming phone calls.
- Receive faxes via email for distribution to staff
- Sort and distribute agency mail.
- Receive and record all checks or cash received by mail or in person.
- Maintain and reconcile various cash bags for administration, ie. Petty cash, vending, change bag

- Coordination of Board of Directors meetings, mailings and files.
- File and maintain agency master files
- Maintain various spreadsheets for management analysis
- Call DC parents to report sickness, injury or incident.
- Collate Accounts payable checks for mailing
- Assist with donor management
- Be responsible for general tidiness and appearance of business office
- Provide clerical support to other members of business office staff
- Perform other duties in the best interest of the agency that are from time to time assigned by the Executive Director.

Administrative Assistant Skills/Qualifications

- High school diploma is required. An associate's degree from an accredited college or university is preferred, but not required