

**JOB TITLE:** Administrative Coordinator**LOCATION:** Raleigh, NC**REPORTS TO:** Office Manager**CLOSING DATE:** 1/25/2019**JOB SUMMARY**

The Administrative Coordinator is responsible for providing administrative support to the Central office personnel. S/he will also have contact with a variety of people, both in person and by phone, including individuals served, employees, individuals from the business community, and other agencies such as Social Services and Mental Health. Persons in this position must have excellent computer skills and be able to adequately use calculator, copier, and fax machine. Excellent computer skills include proficiency in Microsoft Word, familiarity with Excel, and prefer experience with databases. S/he will need to be versatile and able to adapt to changes in the duties of the position as needed. Minimal education requirements are a high school diploma or equivalent and two years of clerical/office experience.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

1. High school diploma or equivalent.
2. One year secretarial experience, preferably in a medical office or healthcare environment.
3. Ability to type at least 55 wpm.
4. Ability to use personal computer to perform word processing (and spreadsheets and graphics, if applicable).
5. Knowledge of medical/mental health terminology as demonstrated by work experience or education (if applicable).
6. Ability to work in an area where there is high contact with people being served.

**DUTIES AND RESPONSIBILITIES**

1. Greets incoming and outgoing consumers, staff, and the public in a professional and pleasant manner.
2. Answers telephones, takes accurate messages, transfers calls to appropriate personnel.
3. Mails/distributes and instructs applicants in the completion of the application for employment.
4. Works closely with the HR department to ensure ongoing staff are compliant with all conditions of employment.
5. Effectively manages incoming and outgoing mail. Distributes incoming mail to the proper office staff.
6. Types and distributes, upon review and approval, departmental correspondence reports, memos, and projects from notes or drafts.
7. Makes meeting and training arrangements and sends notices as requested.
8. Maintains an organized system for filing correspondence for easy access and retrieval.
9. Maintains an updated mailing list of all consumers, staff, programs, and agencies.
10. Maintains a record of all frequently used ACI forms as they are updated.
11. Obtains and assembles information for use by various departments.
12. Monitors and maintains stock of general office and printing supplies. Orders supplies as needed.
13. Maintains office and conference room; ensures they are clean and presentable.
14. Ensures maintenance on all equipment in office is completed as needed and as recommended.
15. Assists the AFL, Foster Care, and Periodic programs with filing and other projects as needed, as applicable.
16. Conducts self and work in a professional manner.
17. Performs other duties as assigned.

**TO APPLY**

**Internal applicants:** submit a **Letter of Intent** as described via ACI Policy II.1.E, and an **updated resume** via email with "**Administrative Coordinator - Central**" listed in the subject line to [nc-humanresources@dungarvin.com](mailto:nc-humanresources@dungarvin.com).

ACI Support Specialists, LLC is an equal opportunity employer.

**External Applicants:** Submit your resume under the "Administrative Coordinator" job posting through our page on Indeed at: <https://www.indeed.com/cmp/Aci-Support-Specialists-1/jobs>