

Job Posting Form

Date Posted: 2/7/2017

Send completed application to: Ann Benzel
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: abenzel@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Administrative Assistant - Temporary

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Foundation

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

Administrative Assistant is responsible for carrying out assigned duties and specific responsibilities for the Foundation of the Diocese of Buffalo.

Qualifications: Required Education/Experience

- Associates degree in secretarial science or administrative assistant preferred
- Five years of experience as an administrative assistant with expertise in Microsoft Word, Access, Excel, etc.

Desired Skills

- Ability to manage multiple tasks and prioritize timelines
- Accurate data entry skills - Must be able to multitask
- Excellent verbal and written communication skills
- Create/update Access and Excel databases as needed.
- Prepare merge letters and envelopes for bulk mailing
- Work well under stress and crisis conditions
- Accounts receivables management, invoice and payment processing
- Self-starter with the ability to work independently with minimal supervision

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**