



## Administrative Assistant/Back-up Receptionist

**The New England Center for Children** is looking for a dedicated and qualified Administrative Assistant/Back-up Receptionist for our Southborough, MA location - Great Benefits Included!

### Overall Responsibility

Under the direct supervision of the Administrative Policy Specialist and the general direction of the Director of Administration, the Administrative Assistant/Back-up Receptionist is responsible for administrative duties, maintaining students' and school's master files and assuming the receptionist's responsibilities in his/her absence.

### Essential Duties and Responsibilities

- Primary Back up for receptionist. If the receptionist is absent (sick, vacation, etc.) this position covers the phone full time (8:30 –4:30 – except for lunch and breaks). This position covers lunch and breaks every day for the receptionist
- Maintains and updates student transcript files and school administrative files (paper and electronic formats) and assures authorized access and usage.
- Forwards information from files, regarding students and school to supervisory agencies (DMH, DSS, SSI, etc), LEAs and others, as requested and according to policy.
- Reviews, assembles and arranges distribution of students IEPs, Progress Reports and Six-Month Reviews. Maintains record of distribution to assure proper follow-up.
- Maintains and updates student database information.
- Receives and distributes incoming mail and faxes. Maintains postage meter.
- Proofreads, edits and handles correspondence, memoranda, forms, etc. as necessary
- Discretionary: Additional tasks not outlined above may be assigned under the direction of an Executive Committee member or their designee

### Qualifications

- Associates degree level of education, with intent to pursue Bachelor's level work
- Ability to use independent judgment on many items.
- Ability to deal with confidential and sometimes controversial information, requiring judgment as to reply or refer
- Minimum of two years of related administrative experience
- Computer skills including working knowledge of Microsoft Office products, internet, email
- Strong editing and proofreading skills with attention to detail and accuracy
- Ability to multi-task and strong communication skills a must
- Ability to cover occasional Saturday school duties

Great Benefits Available!

- 4 weeks paid vacation and paid holidays
- Health Insurance
- Competitive pay
- Tuition Reimbursement

The safety of the students, staff and visitors are among the Center's most important priorities. The active participation in the New England Center Safety Program is a condition of employment. This job description is not intended to be all-inclusive and the employee will also perform other reasonably related duties as requested by the supervisor or his/her designee.