



ST. ANTHONY'S

GARDENS

A Senior Living Ministry of the Archdiocese of New Orleans

Administrative Assistant

Position Summary: The Administrative Assistant will process and produce the work necessary for efficient executive office operations and functions while interacting with the staff of the community, residents and visitors.

Essential Job Functions:

- Assist with all board meeting preparations, correspondence and meeting minutes
- Assists with any and all projects assigned by the Managing Director, St. Anthony's Gardens Executive team and Board Chairman
- Assist the Marketing and Sales Department in the capacity of administrative support role for the following duties: Gatekeeper for all incoming community residents' forms and documents based on the developed internal checklist, preparation of Residential Agreements, scanning documents into CRM, labels, keys, fobs, etc.
- Assist the Finance Department in an administrative support role for the following duties: reconcile and log expense reports/credit cards, A/P invoice filing, and meal tickets for resident and/or staff, etc.
- Organize and schedule meetings and appointments
- Maintain contract files. Research and creates presentations, as needed
- Produce and distribute correspondence memos, letters, faxes and forms, as requested
- Assist in the preparation and updating of regularly scheduled reports, guides, policy and procedures
- Develop and maintain a filing system
- Ensure operation of equipment by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques, as requested
- Maintain office supplies and postage inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Cover the Concierge desk when needed

Education Required (Preferred):

- High School diploma or equivalent in education degree (GED) required. Associates degree preferred.

Years of Experience (Preferred):

- One to three years related experience or equivalent combination of education and experience

Knowledge/Skills:

- Proficient with Microsoft Office Suite products. Demonstrate excellent telephone communication skills.
- Ability to multi-task, problem–solve, balance team and individual responsibilities, and respond promptly to resident and visitor needs.
- Ability to be professional; have patience; attention to detail; teamwork; show discretion and good judgment; analysis and problem-solving skills.

Physical Requirements:

- Sedentary work
- Exerts up to 10/20 lbs. of force occasionally to move objects
- Lift and carries up to 50lbs. with assistance occasionally

Interested applicants should send their resume to: jobs@stanthonysgardens.org