



Archdiocese of
SAN FRANCISCO

Job Description

Title: Administrative Assistant

Department: Office of the Archbishop/Office of Vocations

Reports to: Executive Assistant to the Archbishop **FLSA:** Hourly – Non-Exempt

Position Summary

The Administrative Assistant performs a wide range of administrative and office support activities to facilitate the efficient operation of the Office of the Archbishop and provides additional administrative support for the Office of Vocations

Tasks and Responsibilities

- Answers, screens and transfers inbound phone calls on behalf of the Archbishop to the Executive Assistant and the Office of Vocations
- Opens Mail
- Performs general clerical duties including photocopying, fax and mailing
- Processes all invoices for goods and services consumed by the Office of the Archbishop and prepares check requests to ensure payments
- Maintains office supply inventories and orders supplies
- Reconciles office credit card monthly
- On a daily basis, reviews the Archbishop's calendar and coordinates visitor appointments with the Chancery reception staff
- Receives the Archbishop's visitors and the Executive Assistant's visitors after they have been processed through Chancery reception
- Maintains confidential electronic and hard copy filing systems for the Office of the Archbishop
 - retrieves documents from filing system
 - handles requests for information and data
- On an annual or as needed basis, assists in managing special projects including the Christmas party and the Chrism Mass, including arranging catering service and issuing invitations
- Proactively contacts parishes and organizing logistics of presentations for the Assistant Vocation Directors, helping get the most out of this team-approach of promoting vocations diocese-wide
- Set up of presentation including assistance with set-up and support for summer seminarian supplemental formation & housing.
- Assist in the scheduling Director of Vocation visits cultivating a good relationships with diocesan schools, youth ministers, and parish staffs.

Education and Experience

- Bachelor's Degree
- Practicing Catholic in full communion with the teachings of the Roman Catholic Church
- Knowledge of organization and practices of the Roman Catholic Church, including services and ceremonies
- Proficient with Computer skills and knowledge of relevant software (Microsoft Office Suite)

- Proficient with and have the ability to provide clear, verbal and written communications in Spanish
- Proficiency in operation of standard office equipment.
- Proficient in clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of and experience with principles and practices of basic office management

Key Competencies

- Ability to maintain strictest confidentiality in all matters
- Communication skills – Professional level of written and verbal communication
- High level of diplomacy in dealing with individuals interacting with the Office of the Archbishop
- Highly organized with the ability to multi-task
- Ability to prioritize work load
- Must be a quick learner with the ability to manage time and work independently
- High level of customer service orientation
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Adaptability
- Teamwork and an attitude of collaboration
- Punctual
- Spanish