

Archdiocese of San Francisco Job Description

Title: Administrative Assistant

Department: Office of the Archbishop

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.

Tasks and Responsibilities

- Answers, screens and transfers inbound phone calls on behalf of the Archbishop and the Executive Assistant to the Archbishop
- 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
- Setup of presentation including assistance with setup and support of summer seminarian supplemental formation and housing

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)
- 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 (helpful but not essential)