



JOB DESCRIPTION

Position:	Administrative Support (Internship or Temporary Employees)
Direct Supervisor:	Director of Corporate Services
Salary Range:	\$15,500 - \$18,000/annually
Job Purpose:	Provide clerical and administrative support for corporate services team and other office personnel as needed. The position's direct reporting relationship is to the Director of Corporate Services, however, position also follows direction from the Director of MBE Services. Overall accountability lies with the President.

Job Responsibilities:

Job description may include but not limited to:

- ❖ Assist in office administrative functions including:
 - Welcoming visitors
 - Providing secondary support to receptionist for answering telephones
 - Filing and faxing documents
 - Handling, sorting, delivering mail to office personnel
- ❖ Assist personnel with the preparation and execution of HMSDC events;
- ❖ Assist in event telemarketing and follow up phone calls
- ❖ Maintain a pleasant, professional demeanor at all times. Support HMSDC staff, MBEs, volunteers and Board Members whenever possible;
- ❖ Conducting research, writing reports, compiling statistics and trends on issues related to minority business development;
- ❖ Comply with the provisions of the HMSDC Employee Handbook;
- ❖ Other duties as assigned by the Director of Corporate Services or President.

Qualifications:

- ❖ High School Diploma or equivalent; experience working in busy office environment preferred, but not required;
- ❖ Bilingual language skills a plus;
- ❖ Excellent customer service
- ❖ Detail oriented
- ❖ Professional dress appearance required;
- ❖ Good verbal and written communication skills are required;



- ❖ Proficient use of Microsoft Office products (Outlook, Excel, PowerPoint, Access and Word);

- ❖ Knowledge of Constant Contact (email marketing) and Social Media
- ❖ Motivated self-starter with the ability to take initiative and perform well with minimal supervision;
- ❖ Ability to organize, multitask, prioritize and work under pressure;
- ❖ Ability to be resourceful and anticipate issues as they arise;

Position Overview:

Administrative Support personnel are intended to assist in managing-the work load of the senior staff within the organization by providing support wherever required. All Administrative Support and Interns must be knowledgeable and have a basic understanding of MS Office Word, Excel and PowerPoint. The purpose of this position is ~~are~~ to provide exposure to business processes, research and to assist in delivering the organization's mission of developing and growing minority owned enterprises (MBEs).