



Administrative Assistant

Inglewood, CA

Part-time Temp to Perm/ Possible full-time



Job Purpose:

Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Duties:

- Maintains workflow by implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; understanding the business and the client needs.
- Contributes to team effort by accomplishing related results as needed.

Skills/qualifications:

- Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication
- Social workers exp. is a plus.
- H.S. Diploma or GED

Salary: Based on experience

**If you are interested in this position email your resume and cover letter to:
 Proaccounting247@gmail.com Enter on the Subject Line: Administrative Assistant
 Or call Chris Nelson at: 323- 999-8038**

Referred by:

METRO NORTH WORKSOURCE CENTER

342 San Fernando Road

Los Angeles, CA 90031

Tel. (323) 539 -2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call

(323) 539-2000. Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057 Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program

Job posting date: 9/16/09

