



Position Available

Administrative Assistant

Location: Bronx, New York

Closing Date: 10/31/2004

Summary: Under minimal supervision, this position will be filled by someone who shows a great deal of initiative in coordinating and following through on work assignments. Thorough knowledge of DLx's operations, policies, and procedures is required. An ability to communicate these effectively to staff is absolutely necessary. She/he can perform all the standard administrative duties with independence, but also uses program knowledge to provide pro-active services. Works as a team with Principals and independent contractors employed by DLx to meet the goals of the company. Must adapt well to change, be able to work from oral instructions and be flexible and service-oriented.

Job Description: PRIMARY DUTIES:

- Responsible for preparing (edit, type, layout, lettering, graphics) a variety of correspondence, bulletins, reports, leaflets, etc., from rough or clean copy;
- Reproduce and assemble materials;
- Create and maintain correspondence, grievance and other files and general records for assigned staff;
- Prioritize work in order to complete assignments within time limits;
- Perform clerical and secretarial services and/or routine typing for others as required;
- Compose and type letters of a routine nature;
- Compile statistics, material or other information as needed;
- Return calls when possible to save assigned staff's time;
- Reserve meeting facilities, arrange for food, and/or confirm meetings as required;
- Operate standard office machines and equipment;
- Type with speed and accuracy;
- Perform efficiently under pressure of deadlines;
- Coordinate staff business travel by contacting travel agent or conducting online research;
- Maintain, edit and post information on the DLx website where web page knowledge is not required;
- Perform onsite observations as necessary to ensure DLx quality assurance protocols;
- Capture and transcribe minutes during certain training occurrences as necessary;
- Assist new independent contractors in understanding procedures;
- Assist with monthly documentation reporting;
- Prepare payroll summary for accounting;
- Track and create report on weekly expenses incurred;
- Compile data acquired from metrics and generate reporting documentation;
- Oversee the completion of tasks on master work plan;
- Maintain and update client database;
- Maintain and secure all physical documentation;
- Perform related work as required.

MUST HAVE ABILITY TO:

- Follow and understand and act on oral and written instructions;
- Perform general clerical and secretarial work;
- Create and follow organizational structures;
- Learn specific operations of the office;
- Communicate tactfully and courteously with members, clients, and others;
- Use discretion and judgment in: a) choosing the appropriate procedure to follow, b) completing assigned work, c) recognizing problems requiring referral to other persons;
- Work effectively under pressure of deadlines;
- Type accurately and rapidly;
- Understand and apply a body of knowledge of the organization, which directly relates to the work performed;
- Operate a variety of office machines and equipment, including fax, computer, laminators, binders, printers, projectors, etc.



Job Qualifications: KNOWLEDGE OF:

- Office practices and procedures, including filing systems, reference sources, operating standard office machines, word processing and spreadsheets;
- Responsible for style, format, grammar, punctuation, spelling and general English usage;
- Must demonstrate proficient use of office software including the ability to perform the following tasks:
 - **Microsoft Access** - Create or modify queries in membership database to print labels and lists as needed for meeting notices, leaflets, reminder phone calls, and membership reports for field staff. Will create and maintain databases for special projects/tracking as requested.
 - **Windows Explorer** - Perform advance searches, create new folders, move and restore files.
 - **Microsoft Word** - Create mail merges, perform sorts in columns and tables, create keyboard shortcuts and autotext shortcuts, tables of content. Insert, crop and edit graphics including changing colors, removing elements and sending to background.
 - **PowerPoint** - Create animated presentations with speaker's notes using manual or auto-timing.
 - **Publisher** - Create leaflets/newsletters. Insert graphics, flow text into other text boxes, create watermarks.
 - **Excel** - Ability to create a spreadsheet with calculated fields. Must be able to format, split/merge cells, extend a series, and extend calculated fields such as a totals row. Must be able to export worksheet into Word or Access programs.
 - **Outlook** - Be able to set-up appointments and reminder notices, receive, forward and send email.
 - **Internet Explorer** - Be able to perform a search.

Preferences: EMPLOYMENT STANDARDS:

- Spanish Speaking and writing a plus;
- At least two (2) years of increasingly responsible secretarial work;
- Must have completed classes in editing, proofreading, grammar and punctuation;
- Completed intermediate level classes in software programs listed above;
- A high degree of constancy and accuracy;
- Works independently with minimal direction;
- Anticipates needs of staff;
- Communicates clearly and effectively

Compensation: - Salary Range: \$900.00 to \$1,200.00 per month (1099-Misc)

- Flexible work schedule.
- 15-20 hours per week.
- More hours available as needed.
- Liberal vacation and sick leave.

Send cover letter and resume to:

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