



Part Time Administrative Assistant- Atlanta, GA based \$12/hr tentative

The Administrative Assistant provides administrative staff support to ensure the efficient and effective functioning of the Executive Director, Operations Manager and rest of the GA WAND Burke County Staff i.e. Executive staff. Hours will fluctuate weekly, ranging from 10 to 12 hours per week dependent on many factors with no more than 29 hours per pay period.

**Main Job Responsibilities include:**

- Provide administrative support to Executive Staff;
- Provide HR & bookkeeping support to Operations Management Team; and
- Provide general office support for Executive Staff.

**Skills and Qualifications:**

- High School diploma and at least one year of experience in an office environment
- Computer experience and expertise with Microsoft Office Suite and G-Suite is required
- Experience with Quickbooks and/or Quickbooks Online or other accounting programs and software experience is helpful, as is familiarity with Zoom
- Excellent oral and written communication skills with demonstrated professional communications both internally and externally
- Excellent interpersonal skills and professional demeanor and ability to work effectively with people from diverse backgrounds
- Must be able to shift gears quickly, adapt to changing priorities, multi-task and work independently
- Requires reliable transportation and a Georgia driver's license
- Must be a non-smoker (including vaping)
- Must have own cell phone
- Must satisfactorily have a criminal background check and be able to E-verify

***Georgia WAND is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.***