*2771 Miccosukee Road (850) 671-1920*

*Tallahassee, Florida 32308 Fax: (850) 671-1921*



Job Description

Social Services Administrative Assistant (Volunteer)

Administrative Functions/Tasks Performed

Fundamental clerical duties such as:

* Answering phone calls
* Typing invoices
* Handling outgoing and incoming mail
* Greeting visitors/clients
* Scheduling appointments/meetings
* Sending faxes, scans, making copies and files
* Monitor and maintain office and cleaning supplies/inventory

Assist in client billing, submitting statements to clients and insurance companies

Assist in maintaining office records, client financial files, and personnel records

Disposal of records as per agency retention schedule and policy

Assist with grant preparation, presentations (on and off site) and fundraising

Arrange cleaning, maintenance, repairs of building/facilities exterior/interior and grounds

Technical support of copiers, computers, email, phone system, internet, hardware and software issues and other electronics

***Applicant will be subject to background security screening, confidentiality agreement, and drug screening.***

Turn About, Inc. is an Equal Opportunity Employer