



**Administrative Assistant – Part Time 25 hrs/week, preferably Monday through Friday schedule**

Franciscan Sisters of the Poor, 60 Compton Road, Cincinnati, Ohio 45215

(513) 761-9040 ext. 110

The Administrative Assistant works closely with the Administrative Coordinator to provide support to the Franciscan Sisters of the Poor in Cincinnati, Ohio. The Administrative Assistant is responsible for a wide range of secretarial and other functions related to the needs of the Sisters, operation of St. Clare Campus and the international Congregation and Leadership Council of the Franciscan Sisters of the Poor. Fostering and implementing the mission, values, policies, and procedures of the Franciscan Sisters of the Poor is critical to this role.

**Position Requirements:**

- High school diploma or GED equivalent. Associate degree in secretarial, business administration or comparable field preferred.
- 2 years of administrative support experience.
- Able to multitask
- Must be detail-oriented
- Proficient use of Microsoft office, Publisher, Outlook

**Responsibilities include:**

- Answers phone calls and directs the caller to the appropriate person or department
- Handles incoming and outgoing mail, packages and other deliveries
- Attends to the front door, welcoming Sisters, staff and on-site visitors
- Creates, prints, distributes, posts, mails hardcopies and emails communications, notifications, calendars, etc.
- Oversees organization and inventory of office and other supplies
- Assists with event planning and execution
- Completes other duties as assigned