



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Administrative Secretary
Location: Newport News, Virginia
Component: Administration
Reports To: Director of Administration

Summary/Objective: To assist with a variety of administrative tasks. To contribute to the efficiency of the overall organization by ensuring assigned administrative duties are carried out timely and efficiently.

Qualifications: High school diploma and five years of experience as an administrative secretary or similar administrative role; or Associates degree in business administration or related field with 3 years of proven experience as an administrative secretary or similar administrative role. Proven experience as administrative secretary or similar administrative role. Proficient in MS Office and “back-office” software. In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of community action programs. Familiarity with basic research methods and reporting techniques. Excellent organizational and time-management skills. Outstanding communication and negotiation abilities. Integrity and confidentiality.

Duties Include:

- Assists in planning appointments, annual awards dinner, board meetings, special events, conferences etc.
- Attend meetings and keep minutes.
- Receive and screen phone calls and redirect them when appropriate.
- Make travel arrangements for executives.
- Handle confidential documents ensuring they remain secure.
- Prepare invoices or financial statements and provides assistance in bookkeeping.
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Conduct research and prepare presentations or reports.
- Assist Director of Administration.
- Serve as primary contact with Eastern Data and Cobb Technologies.
- Other duties as assigned.

Salary: Negotiable. Forty (40) hours per week with Benefits

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. to 5:00p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA 23607.

Closing Date: Applications accepted until filled