

Position: Office Assistant
City Cleveland Council Ward One

Job Description: Office assistants handle organizational and clerical support tasks. This may include making & accepting phone calls, composing & sending memos, email and letters on behalf of the Councilman in addition to receiving visitors. Lastly office assistants will need to have skills to conduct research and prepare reports.

Essential Responsibilities:

- Must be professional and have excellent verbal and written communication skills; Excellent grammar and spelling skills required.
- Must be diligent and conscientious; self-starter who can work with minimal supervision.
- Must have excellent time management and organizational skills (multi-taking, prioritization, deadline orientation).
- Must have excellent typing skills (speed and accuracy); Preferably at least 40 WPM or better.
- Proficiency using Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to interact professionally and courteously with residents, visitors, office personnel and contractors.
- Knowledge of modern office practices and procedures.
- A professional appearance/presentation.

Additional Skills:

Technical

- Coordinate video and audio conference calls.
- Create and maintain databases.
- Operate standard office equipment (i.e., multifunction devices, desktop/laptop computers, multiline phone systems, etc.)
- Operate mobile devices (i.e., cell phone using iOS and android operating systems).
- Arrange maintenance and repair of multifunction devices and other office equipment.

Administrative

- Timely response to resident inquiries.
- Event planning.
- Organize meetings and coordinate conference room reservations.
- Take meeting minutes.
- Maintain and order office supplies.
- Process and submit expense reports on behalf of executive assistant.

Minimum Requirements:

- High school diploma.
- Experience as an office assistant or in a related field.
- Extensive people and communication skills, including the ability to write clearly and help with word processing as needed.
- Warm personality.
- High level of focus on quality, accuracy and confidentiality in all work products and communications with the ability to continuously prioritize projects.
- Ability to work well under pressure and deadlines.
- Have a valid driver's license.

Email cover letter and resume to: pbrown@clevelandcitycouncil.org