

Plymouth County Retirement Association

POSITION DESCRIPTION

Job Title: Administrative Assistant
Reports To: Executive Director

Date Prepared: September 2023
FLSA Status: Non-Exempt

SUMMARY:

Provides customer service, reception, and administrative support to the Plymouth County Retirement Association to further the goals and responsibilities of the organization.

ESSENTIAL FUNCTIONS:

- Provides customer service for members, the public, member units, state agencies and others.
- Serves as receptionist for the entire office and directs calls and visitors; process and deliver incoming and outgoing mail.
- Provides administrative support to the Executive Director, Assistant Director and Chief of Staff and Operations.
- Supports the Member Services staff with a variety of data and administrative duties.
- Maintain office supplies and support the Director of Operations as needed on matters of supplies and maintenance.
- Enroll new members and maintain membership records in the PTG database.
- Maintain all records in the PTG software.
- Perform a variety of administrative and clerical support.
- Post information as requested on social media.
- Coordinate custody, storage, and disposal of records.
- Prepares correspondence.
- Schedules counseling sessions.
- Prepares retiree files.
- Respond to email communications.
- Assist in file maintenance.
- Assist staff with projects, data entry and filing.
- Performs a variety of related duties, as requested.

Qualifications

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily.

Must be able to pass initial and periodic CORI background checks.

SUPERVISION RECEIVED

Under the direction of the Executive Director and working closely with the Chief of Staff and Operations and Assistant Director, the employee works independently in accordance with standard practices and previous training. Instructions for new assignments or special projects

usually consist of statements of desired objectives, deadlines, and priorities. Work assignments may be received by other staff.

EDUCATION AND EXPERIENCE

Associates degree preferred with 1 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

An individual should have knowledge of word processing software, email, and required spreadsheet software experience (Microsoft Office Suite). The ability to learn specialized software (PTG) required (experience preferred).

WORK ENVIRONMENT

The work is typically conducted in an office setting and at other locations for meetings and or conferences. Candidates must be flexible and able to handle multiple tasks at one time.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

SALARY & BENEFITS, APPLICATION DEADLINE, HOW TO APPLY

Salary & Benefits

The salary for this position begins at \$40,000. Benefits include paid leave including vacation, sick time, and personal days. Health, dental, optional eye, life insurance, and a deferred compensation program are also offered.

Application Deadline

Consideration will be given to all resumes, but applications received by October 31, 2023 will be given first consideration. Resumes will continue to be accepted after this deadline on an ongoing basis until the position is filled.

How to apply

Please email an electronic copy of your resume and cover letter to:

Padraic P. Lydon, Esq.
Executive Director
Plymouth County Retirement Association
plydon@pcr-ma.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.