

## **Office Associate**

Clausen House - Oakland, CA

**\$16.00 per hour**

Administration

### **About Clausen House**

Clausen House is an Oakland-based non-profit whose mission is to create opportunities for adults with developmental disabilities to gain competency, develop relationships and join the community with increasing command over their own lives. We provide a range of programs for over 180 adults by providing Residential Services, Independent and Supported Living, Supported Employment, Adult Education and Recreational Programs.

Clausen House is hiring an Office Associate to join our team. If you're a passionate self-starter, Clausen House is the place for you. Apply now! The Office Associate will perform administrative and routine clerical tasks. Their responsibilities may include organizing and managing files, acting as receptionists, scheduling meetings and appointments, and supporting other staff with organizational tasks.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Greet visitors in a professional manner
- Provide visitors with information and direct them accordingly
- Process, sort, and route incoming and outgoing mail
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Coordinate and schedule appointments and meetings
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondences.
- Support other staff with organizational tasks

### **QUALIFICATIONS:**

- High school diploma or general education degree (GED) required, associate's degree preferred
- 1-2 years of relevant experience in an office setting, preferably in an administrative or clerical role
- Possession of a valid California Driver's License and automobile insurance
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment
- Ability to obtain a CPR and First Aid certification
- Willingness to undergo a criminal records clearance, health screening and TB test
- Ability to obtain Department of Justice Criminal Clearance

Job Type: Full-time

Salary: \$16.00 per hour

Schedule: Monday through Friday from 10:00 AM to 4:30 PM

Benefits: Medical, Dental, Vision, 401 k, EAP, Vacation time, Sick leave, and Mileage Reimbursement.

All are encouraged to apply.

**Clausen House is an equal opportunity employer.**