

## **Job Description**

### **CLIENT RELATIONS ADMINISTRATIVE ASSISTANT**

**REPORTS TO:** Director of Client Services

**BASED AT:** Barnabas Foundation, Crete, IL

**SCHEDULE:** Full-time, 8:30 a.m.- 5:00 p.m.

**OVERVIEW:** The administrative assistant serves as the initial contact for incoming calls, emails and web inquiries to Barnabas Foundation. He/she will also provide general administrative assistance to the director of client services.

### **KEY RESPONSIBILITIES**

- Receive incoming phone calls in a professional manner and direct them to the appropriate Barnabas Foundation staff member.
- Manage inquiries from our website or general email and forward them to the appropriate Barnabas Foundation staff member.
- Record and update the client database with accurate and relevant information.
- Work with other team members to respond appropriately to client requests.
- Assist the director of client services with a variety of administrative duties, such as day-to-day communication support, basic research, data entry, scanning files, report generation and preparing presentations as needed.
- Special projects and other duties as assigned

## QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Customer service oriented; a “people person.” Specifically, being comfortable with telephone conversations discussing personal matters.
3. Excellent written and verbal communication.
4. Strong organizational skills and attention to detail.
5. Proficiency with basic Microsoft Office software, including Word, Outlook, and Excel.
6. Ability to work independently without a high degree of supervision.
7. Ability to keep client and organizational matters confidential.

Interested candidates should email a cover letter and resumé to [jobs@barnabasfoundation.org](mailto:jobs@barnabasfoundation.org).

To learn more about Barnabas Foundation and view details of the job description, visit [www.barnabasfoundation.org/careers](http://www.barnabasfoundation.org/careers).