

DIOCESAN TELECOMMUNICATIONS CORPORATION
JOB DESCRIPTION

Department Name: DTC 710

Job Title: Admin. Assistant / Office Mgr.

Work Hours: M-F 8:30 am to 5:00 pm

Reports to: Exec. V.P.

JOB SUMMARY

The Administrative Assistant assists the Executive Vice-President / General Manager by performing minor executive, managerial and secretarial duties, and as Office Mgr. maintains the Company's Facebook and Web presence, Donor databases and bookkeeping, as well as supervising the maintenance and upkeep of building facilities.

JOB DUTIES OR RESPONSIBILITIES:

1. Typing of administrative correspondence, reports, meeting notices, etc.
2. Answering phones and routine calls as well as greeting the public. Screening calls and scheduling appointments for the Executive Vice-President.
3. Managing social media pages, smart phone app, updating website content.
4. Organizing, maintaining, and managing administrative files according to professional office procedures.
5. Making travel and hospitality arrangements.
6. Maintaining all Accounts Receivable and Payable, including underwriter and pledge billing, office checking account, corporate bank deposits, and preparation of disbursement requests for processing and payment. QuickBooks Pro experience a plus.
7. Overseeing the efficient management of office-related matters, including the purchase and distribution of the building's general office supplies, paper goods, and break room supplies.
8. Supervising janitorial maintenance, grounds keeping, and repair and maintenance of building and offices.
9. Supervision of Employee Recognition Programs.
10. Maintaining DTC personnel and other confidential records:
 - a. Individual personnel files
 - b. Vacation schedules
 - c. Assignment of keys, security codes, and credit cards.

:

11. Supervision and maintenance of time clock and weekly preparation of time cards.
12. Processing and sorting incoming mail, as well as preparing items for mailing.
13. Supervises and Coordinates volunteer help.
14. Performs other duties as assigned by Executive Vice-President.

JOB REQUIREMENTS:

EDUCATION:

- High School Diploma required. College-level courses desired.

EXPERIENCE:

- At least two years Secretarial or Administrative Assistant experience required involving computer skills.

REQUIRED KNOWLEDGE AND SKILLS:

- Must be knowledgeable in the use of Windows Operating systems.
- Knowledge in Microsoft Word, Intuit Quickbooks, and data entry utilizing Microsoft Access or equivalent.
- Ability to converse and translate the Spanish language a Plus

OTHER REQUIREMENTS:

- Applicant must submit to criminal background investigation.
- Drug Screening
- Minimum of four references

CONTACTS:

- Internal: Departmental
- External: Diocese of Corpus Christi and its parishes broadcast community and general public, military and technical schools, Texas Workforce Centers, area colleges and universities, LULAC Hispanic Chamber of Commerce.

WORKING CONDITIONS:

- Professional audio/visual broadcast environment
- Non-smoking environment.