



Position: Administrative Assistant

Position Date: 7/16/10

Job Number: 071056

Company: **Daytop**

Location: Rhinebeck

Salary: **Commensurate with Experience**

Employee Type: NON-Exempt

Industry: **Substance Abuse Rehabilitation**

Position Type: Full-time

Req'd Education: HSD or Bachelors

Req'd Experience: 5+yrs experience

Certifications:

Manages Others: no

Languages:

#### Contact Information

Contact: Elizabeth Perulli

Address: 88 Fox Hollow Rd

Rhinebeck, NY 12572

Email:

Phone: 845-876-3789

Fax: 845-876-6658

Please reference **Job Number** in your application

#### COMPANY DESCRIPTION:

For over 40 years, Daytop has enjoyed worldwide recognition and favor as a leader in promoting the therapeutic community model of substance abuse rehabilitation. Daytop is a charter member of the World Federation of Therapeutic Communities (WFTC), and in 1987 was awarded Consultative Status with the United Nations under the Economic and Social Council.

#### DESCRIPTION OF JOB:

Daytop is looking for an Administrative Assistant to join our team. This position will be responsible for providing administrative and clerical support to the Managing Director, Staten Island/Suffolk Outreaches.

#### Principal Responsibilities:

- Provides administrative management and coordination including file management, preparation and distribution of correspondence and other general clerical duties within the assigned areas.
- Composes routine letters, memorandums and reports to the Managing Director without using dictation.
- Serves as liaison with other Agency offices, departments and vendors to assure smooth functioning within assigned areas of responsibility.
- Organizes and maintains departmental records and files, takes minutes at departmental meetings and maintains inventory of office supplies.
- Performs other related duties as assigned by appropriate authority.

#### Qualifications:

- Bachelor's degree or High School graduate with 5 years of administrative experience.
- Good supervisory skills and knowledge of Agency procedures required.
- Superior oral/written communication skills and proficient with MS office applications (Word/Excel)