

## Job Summary

**Order Number:**

NY1411482

**Date Job Order Received:**

03/11/2022

**Number of Openings:**

1

**Company Name:**

Community Missions of Niagara Frontier, Inc

**Job Title:**

Administrative Assistant

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Niagara Falls. Administrative Assistant. Community Missions of Niagara Frontier, Inc. FT. 2nd Shift. Benefits. General Description: Providing support to our managers and employees, assisting in daily office needs and managing our companys general administrative activities. Assist in the preparation of regularly scheduled reports. Develop and maintain a filing system. Update and maintain office policies and procedures. Order office supplies and research new deals and suppliers. Maintain contact lists. Preferred Qualifications: Business School or Associate Degree with experience operating office machines, typing 60wpm, supervision skills and good communication skills. Valid & Clean Driver License. Must be COVID-19 Vaccinated To apply, contact the employer in person, by mail, by fax, by email, or on-line: Halter, Sarah 1570 Buffalo Avenue Niagara Falls, NY 14303 Fax: Halter, Sarah (716) 285-5908 Email: jobs@communitymissions.org Web-site: <http://www.communitymissions.org/jobs>

**Job Location:**

Niagara Falls, New York

**Pay:**

\$33,277.00 - \$37,437.00 Yearly

**Benefits:**

Dental Insurance, Sick Leave

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Second (Evening)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Associates Degree

**Driver Licenses, Including Endorsements:**

Class D (Operator)

**How to Apply:**

To apply, contact the employer in person, by mail, by fax, by email, or on-line:

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Niagara Falls, NY 14303

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Email: [jobs@communitymissions.org](mailto:jobs@communitymissions.org)

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