



Curtis Homes, LLC

Job Posting and Description

Posting Date	May 5th, 2023
Position Title	Administrative Assistant
Department	Administration
Location	2970 East St Ste 102, Anderson, CA 96007
Reports To	Chief Operations Officer
FLSA Status	Non-exempt (hourly)
Wage Range	\$20/hr - \$26/hr
Work Schedule	Mon - Fri, 9AM to 5PM
Benefits	Health, Dental, Vision, 401(k)

Summary

We are seeking a dedicated and professional Administrative Assistant to join our team and help us fulfill our mission statement: "to be the best employer and care-provider possible." As a company, we pride ourselves on adhering to our guiding principles of being consistent, equitable, flexible, adaptable, empowering, relational, honest, realistic, and striving for excellence. By joining our team, you will be playing a crucial role in supporting our main objectives: 1) maintaining a happy and motivated staff, 2) ensuring the satisfaction of our clients, 3) providing exceptional programs, and 4) achieving outstanding results.

As an Administrative Assistant, you will have the opportunity to contribute to our mission by providing critical support to various departments, managing office communication systems, and ensuring the smooth operation of our administrative functions. Your skills and experience will be instrumental in helping us maintain a high level of quality care for individuals with developmental disabilities, while fostering a positive work environment that aligns with our core values.



We are looking for a candidate who shares our commitment to excellence and understands the importance of building strong relationships within the workplace. If you are a detail-oriented, organized, and adaptable professional with a passion for making a difference in the lives of others, we invite you to apply for this exciting opportunity to join our team and contribute to the ongoing success of our organization.

Qualifications

All candidates must possess the following qualifications.

- Be at least 18 years of age
- Have a high school diploma, GED, or equivalent education
- Possess a valid California driver's license with a clean driving record
- Obtain CPR and First Aid certification within 90 days of employment
- Able to pass a criminal background check via LiveScan
- Able to pass a pre-employment physical and drug screen
- 2 years of experience in an office setting performing administrative tasks
- 1 year of experience serving individuals with developmental disabilities (preferred, not required)

Capabilities

All candidates must possess the following capabilities.

- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Ability to multitask and prioritize tasks effectively
- Detail-oriented with a focus on accuracy and quality
- Strong problem-solving and critical thinking abilities
- Ability to work independently and collaboratively in a team environment
- Demonstrated ability to maintain strict confidentiality and handle sensitive information
- Excellent customer service skills and a professional demeanor
- Skilled at managing phone, email, fax, and other common office communication systems
- Proficient in (*preferred, but not required*)
 - Microsoft Office Suite, including Word, Excel, PowerPoint
 - Google Workspace, including Google Docs, Sheets, Slides, Forms, and other services
 - QuickSolve Plus Managerial Functions



- Adaptability and willingness to learn new tasks, systems, and software as needed

Key Responsibilities

- Lead company efforts in billing Far Northern Regional Center for services
- Lead company efforts in maintaining physical and digital files in an orderly and usable state
- Support company efforts in recruiting, hiring, training, and supporting employees
- Support company efforts in managing and maintaining a smooth and accurate payroll system
- Support the Payroll & Accounts department in operations
- Support the Executive Assistant when needed
- Support the HR Manager when needed
- Function as the main office secretary in receiving visitors, directing calls and faxes, and general upkeep of the office environment