



Archdiocese of Newark

Office of Human Resources

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

POSITION DESCRIPTION

Position: Temporary Part-Time Office Assistant
Department: Office of the Archbishop-COO
Reports To: Executive Administrative Assistant-COO/Vicar General
Classification: Non-Exempt

General Description

The Temporary Part-Time Office Assistant assists with administrative functions specific to the Office of the Archbishop-COO. This position is temporary (expected duration 6 months) and part-time (flexible schedule, approximately 28 hours/week during regular business hours M-F), with the possibility of extension based on business needs.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Administrative Support: Assist with general administrative tasks, including preparation of routine correspondence, data entry, filing and organizing documents.
- Answering Phones: Answer incoming calls professionally, direct inquiries to the appropriate personnel, and take messages.
- Customer Service: Greet all visitors in a professional manner.
- Other duties as assigned.

Qualifications/Skills

- Excellent communication skills (written and verbal)
- Strong organizational skills and attention to detail.
- Ability to multitask and prioritize effectively.
- Ability to maintain confidentiality.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, Teams, Forms)

Education and/or Experience (Preferred)

- An associate degree preferred.
- Minimum five (5) years of comparable work experience preferred.
- Previous customer service experience using CRM software (e.g., Microsoft Dynamics 365, Salesforce, Zendesk) preferred.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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