



# 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:** Administrative Assistant  
**Department:** Office of Property Management Administration  
**Reports To:** Office Operations Manager  
**Classification:** Non-Exempt

#### General Description

Serving 225 parishes and all Archdiocesan entities, the Administrative Assistant provides office support services primarily to the ecclesiastical maintenance and environmental functions of the Office of Property Management Administration.

#### 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.

- Maintain and updates RFP developer database
- Schedule and execute all bid openings for upcoming construction projects in coordination with Construction Project Managers
- Receive and process all incoming department mail for project managers
- Process APO Forms and update Financial Invoice Database for construction projects
- Serves as liaison between Finance Department and Project Managers for any open vendor invoices
- Process all supply orders for the department in coordination with the Operations Supervisor to maintain the department's annual budget
- Update and maintain the filing system for each county within the department
- Process Letters of Intent and any additional outgoing correspondence for Construction Project Managers as requested
- Processes APO forms, office correspondence and related information
- Ensure project documents are current and completed appropriately
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Maintain files, answers incoming phone calls & assists or directs calls
- Process confidential information
- Other duties as assigned

#### Qualifications/Skills

- Outstanding organizational, support services, communication, and secretarial skills required
- Must be able to handle multiple tasks
- Must be able to maintain confidentiality
- Ability to establish and execute priorities effectively

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- Computer literacy with Microsoft Office package; including proficiency in Excel and familiarity with Word and PowerPoint
- Ability to operate office equipment
- Must work well under pressure and be able to meet deadlines
- Ability to perform job responsibilities with good judgment and work independently
- Must have professional business presence

**Education and/or Experience (Preferred)**

- Certificate from an accredited secretarial school or equivalent in working experience
- One to three years of administrative/secretarial experience 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.