

OCALA TREE OF LIFE SANCTUARY

Position: Administrative Assistant for Ocala Tree of Life Sanctuary

Essential Functions:

- Receive incoming mail
- Maintain control records on the incoming correspondence and documents, and follow up on work in progress to insure timely reply or action
- Act as receptionist greeting people, verify identification, direct to destination
- Perform all clerical work for church and temple keep directions/warranties for appliances, insurance
- Keep facilities calendar for all spaces (sanctuaries, kitchen, classrooms and social hall).
- Answer phone disseminate to appropriate people follow up messages left in your absence
- Copier designee insure materials are kept, and maintenance is maintained
- Maintain office supplies
- Set up and maintain a filing system such that retrieval of correspondence, legal documents, warranties and operating instructions for appliances, etc are easily retrievable
- Maintain a record of who has the facility keys as authorized by the Rabbi, Minister, or President
- Any additional duties that maybe assigned.

Qualifications

- Accuracy
- Communication oral: effectively with others verbally
- Communication written: effective written with others
- Time management: ability to complete multiple tasks in a timely manner
- Technology: ability to access, input and retrieve information, general keyboarding/typing knowledge
- Maintain bulletins
- Setup Zoom meetings
- Familiar with micro soft office tools, internet operation
- Willing to learn digital tools selected for the office
- Familiar with copy machines, scanners, and other typical office devices

Physical Requirements

Able to physically give tours of the facility, light work- push, pull or lift 10 pounds

Equal opportunity employer

NAME: First _____ Last _____

Position Applying for: _____

Current position: _____ Date hired _____

Date left your last position: _____

Educational background: _____ high school _____ college (please list major) _____ other applicable education (Please list) _____

Your Strengths that apply to this position: _____

Are you comfortable using the internet _____
Technology applicable to this position that you are familiar with: _____
List software tools you are familiar with that would benefit this position _____

Other information you would like to add (optional) _____

Why is this position a good fit for you _____ -?

References: please list 3 references with addresses, and phone numbers, email address

1. Name _____

Address _____

Phone Number _____

Email address _____

2. Name _____

Address _____

Phone Number _____

Email address _____

3. Name _____

Address _____

Phone Number _____

Email address _____

Signed: _____ Date: _____