



MARC, INC. OF MANCHESTER  
352R WEST MIDDLE TURNPIKE  
MANCHESTER, CONNECTICUT  
06040

860-646-5718  
FAX 860-645-9910

***KEN CHARPENTIER***  
EXECUTIVE DIRECTOR

**JOB POSTING**

**Director's Notice**  
**Destroy Date July 12, 2011**

June 24, 2011

Please be advised of the following **PART-TIME** position in the **Quality Assurance Department.** Please see the attached job description for a list of responsibilities.

**POSITION:**                **Administrative Assistant**

**POSITION IS TO:** Complete accurate filing of people served and staff training records. Review progress notes for correct dates, content, writing to the goal, and timely submission. Purge materials for filing based on record retention schedules. Assemble and disassemble case records for new admissions and people leaving. Maintain records in a professional manner. Make photo copies as requested. Cover Administrative office phones and direct phone calls to the correct individual. Complete special projects assigned. Assist other departments as needed.

**HOURS:**                Part-Time / Monday - Friday / 8:00 a.m. – 12:30 p.m.  
Flexibility a must.

**SALARY:**                ***Based on experience***

If interested, please respond in writing to Carol Breslin by July 11, 2011.

Carol Breslin  
Quality Assurance Director

**MARC, Inc. is an EO/AA Employer**

MARC, Inc. of Manchester is a 501 (c)(3) charitable organization that supports people with developmental disabilities from Ashford, Bloomfield, Columbia, Coventry, East Hartford, Ellington, Glastonbury, Granby, Hartford, Manchester, Mansfield Depot, New Britain, Newington, South Glastonbury, South Windsor, Stafford Springs, Vernon/Rockville, West Hartford. Wethersfield and Windsor.

MARC, INC.

JOB DESCRIPTION

---

---

**TITLE:** ADMINISTRATIVE ASSISTANT

**RESPONSIBLE TO:** DEPARTMENT DIRECTOR

**SUPPORTS:** SPECIAL PROJECTS / LIAISON TO ALL DEPARTMENTS

---

**BASIC FUNCTION:**

To ensure the efficient and effective operation of the department and to ensure that each function is performed in accordance with MARC, Inc. Policies and Procedures.

---

---

**SPECIFIC DUTIES:**

- 1. Coordinate and ensure effective office procedures and efficient workflow. Ensure complete and current office files and records.
- 2. Type minutes of department meetings.
- 3. Coordinate with other Departments on special projects / fund-raising assignments.
- 4. Assist in preparing all promotional materials for mailing in accordance to U.S. Postal regulations.
- 5. Maintains state-of-the art personnel files.
- 6. Assist office executive assistant and employees.
- 7. Operate various office machines (fax, postage meter, copy machine, etc.)
- 8. Act as liaison for general maintenance and repairs calls, as needed.
- 9. Greet and assist visitors to agency. Answer incoming calls to agency and checks for voice mail messages throughout the day.
- 10. Assist and/or is available to substitute in another department when necessary.
- 13. Performs other duties as designated by the Director.

- 
- Essential

**• RELATIONSHIPS:**

- A. Internal: Coordinates, consults, and interacts with the Department Director, Department staff, and other Departments as necessary to accomplish specific duties.
  - B. Families and People Served: Advocates for, communicates with and positively interacts with each member.
  - C. External: Coordinates and/or consults with and relates to community agencies, State officials and employees, civic organizations, and business leaders.
- 

**• SKILLS NEEDED:**

- A. Knowledge of word processing.
  - B. Knowledge of computer systems.
  - C. Knowledge of Personnel Policies and Procedures.
  - D. Knowledge of management information systems.
  - E. Ability to use state-of-the-art office equipment and machinery.
  - F. Ability to act quickly and remain calm in a crisis.
  - G. Ability to communicate effectively both orally and in writing.
  - H. Ability to drive and have available a personal vehicle.
  - I. Ability to organize, be flexible, maintain neat work area, and work independently.
- 

**EDUCATION:**

Associates Degree.

---

**• EXPERIENCE:**

Five or more years in secretarial position.

---

**• PHYSICAL EFFORT:**

Primarily sedentary with occasional lifting and carrying of office equipment and such documents as manuals up to approximately 20 lbs.

Occasional walking, standing, and driving.

---

**• EMOTIONAL EFFORT:**

Ability to meet frequent deadlines and handle stressful, hectic situations without loss of efficiency and composure.

---

- Essential