

Grandmont Rosedale Development Corporation
Position Available: Administrative Assistant

The **Grandmont Rosedale Development Corporation** (GRDC) is a non-profit community development corporation working to preserve and improve the Grandmont and Rosedale communities of northwest Detroit through community and economic development. GRDC is currently seeking candidates for the full-time position of **Administrative Assistant**. The Administrative Assistant will be responsible for assisting the Executive Director and other executive staff with a variety of support tasks to help GRDC achieve its program goals. His/her duties include the following:

- Answering the phone and handling routine phone inquiries;
- Photo copying and collating, assistance with mailings;
- Basic bookkeeping, including preparing checks, making deposits, providing payroll service with employee time records, maintaining and reconciling accounts;
- Word processing and data entry;
- Office errands;
- Office supply ordering and management;
- Management of office building use by area organizations;
- Management of technology systems—computers, fax, printers, phones, copy machine;
- Other tasks as assigned by the Executive Director and Deputy Director.

Desired Qualifications

- Minimum of three years experience in a similar role in an office setting;
- Experience with Microsoft Office software;
- Experience with basic bookkeeping (Quickbooks software, preferred);
- Experience with community-based organizations preferred.

Applicant must be well organized, detail conscious, highly motivated and hard working. Applicant must have strong written and verbal communications skills and be able to work well with diverse people including homebuyers, contractors, community volunteers and office staff. Excellent computer skills are necessary. It is important that the Administrative Assistant have his/her own means of transportation and a valid driver's license.

Salary and Benefits

GRDC offers a competitive salary and benefit package, commensurate with experience.

To Apply

To be considered, please mail or email your resume and the names of three references to:

Sherita Smith, Executive Director
Grandmont Rosedale Development Corp
19800 Grand River Ave, Detroit, MI 48223
ED@grandmontrosedale.com

DEADLINE: 1/22/2018 NO PHONE CALLS PLEASE

GRDC is an equal opportunity employer.