



milcb
Multi-Cultural Independent
Living Center of Boston

your bridge to independence

The Multi-Cultural Independent Living Center of Boston, Inc. (MILCB) is seeking a Bilingual Administrative Assistant. Ideal candidate would be a person who is multi-lingual (example: Spanish, French Creole) with professional verbal and written communication skills.

KNOWLEDGE AND SKILL REQUIREMENTS

We require candidate to have general knowledge of Independent Living Philosophy, ADA, and experience working with persons with a disability. Person applying for this position should have at least 3 years of experience in a professional office environment.

Candidate must project a professional company image through in-person and phone interaction. This position calls for strong computer and internet research skills, excellent interpersonal skills, a positive demeanor, a great telephone personality, detailed oriented, flexibility, ability to work well with all levels of management and staff, as well as outside consumers and vendors. Discretion and ability to maintain confidentiality is a must.

PRIMARY RESPONSIBILITIES

Responsibilities may include but are not limited to the following: Candidate will be responsible for general clerical duties, ordering supplies, filing documents, maintaining consumer files, faxing, photocopying, monitoring phone lines, process incoming-outgoing mail and minutes for staff/in-house meetings, screening calls, making travel and meeting arrangements, preparing IDMS reports and financial data, training and supervising other support staff, and consumer relations... proficiency in Microsoft Word, Excel, PowerPoint & Outlook a MUST. Candidate will be required to provide Reasonable Accommodations for MILCB staff (i.e. providing visual assistance to blind staff person). Additional duties as determined by supervisor.

The selected candidate will be offered a competitive salary (Pay based on experience) with a quality benefit program. Hours needed are 8:45 a.m.-5 p.m. (M-F), to learn more about MILCB please visit our website at www.milcb.org

For immediate consideration to e-mail your resume williams@milcb.org

MILCB is an equal opportunity employer. We encourage persons with disabilities, women, and persons of color to apply for this position.