

JOB ANNOUNCEMENT

The Buddhist Churches of America is seeking an Administrative Assistant to provide administrative support for the national organization and receptionist duties for the national headquarters office located in San Francisco CA.

The position reports to the Administrative Officer and is full time, non-exempt. Some weekends and overtime may be required.

Duties include:

- Opening and closing the office
- Maintaining a neat, organized, and presentable front office area
- Providing primary phone coverage for all incoming calls to the national headquarters office
- Responding to email inquiries
- Receiving deliveries, sorting and distributing incoming mail, preparing outgoing mail and packages
- Providing clerical support for Accounting such as filing
- Monitoring office supplies inventory and ordering
- Assisting with the collection, preparation, and distribution of reports and materials for national meetings
- Updating and coordinating the production and distribution of the organization's phone directory
- Additional duties as deemed appropriate and necessary by the Administrative Officer

Required:

- High school diploma, Bachelor degree or some college preferred
- 2-3 years prior experience in a similar capacity
- Strong interpersonal, oral and written communication skills
- Ability to maintain confidentiality
- Proficiency in Microsoft Office
- Excellent organizational skills

Employment with the Buddhist Churches of America is at-will. Salary is commensurate with experience. BCA provides a full benefits package that includes paid leave, medical benefits, and retirement plan.

For more information, call 510-305-8835. To apply, submit cover letter and resume to Gayle Noguchi, Administrative Officer at gnoguchi@bcahq.org. Position open until filled.