

# Administrative Assistant, Hudson County Workforce Development Board (HCWDB)

## Position Overview

**Title:** Administrative Assistant

**Location:** Jersey City, New Jersey

**Reports To:** Executive Director, Hudson County Workforce Development Board

**Salary Range:** Commensurate with experience

**Type:** Full-Time

The Administrative Assistant provides essential administrative support to the Executive Director and staff of the Hudson County Workforce Development Board (HCWDB). This position is responsible for managing day-to-day office operations, maintaining records, and assisting with various administrative tasks to ensure the smooth functioning of the organization.

## Job Responsibilities

- Provide general administrative support, including answering phones, responding to emails, and greeting visitors
- Manage filing systems, ensuring accurate and up-to-date records
- Assist with scheduling meetings and appointments, and maintain staff calendars
- Prepare and distribute correspondence, memos, and other documents
- Maintain office supplies inventory and place orders as needed
- Assist with the preparation of materials for Board and committee meetings
- Provide support for special projects and events as needed
- Maintain confidentiality of sensitive information

## Professional Qualifications

- Associate's degree in office administration, business, or a related field; Bachelor's degree preferred
- 2-3 years of experience in an administrative support role
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and other office productivity tools
- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Ability to multitask and prioritize workload
- Familiarity with office management systems and procedures

## Personal Qualities

- Strong commitment to providing excellent customer service and support
- Detail-oriented and accurate

- Adaptable and flexible, with the ability to work in a fast-paced environment
- Collaborative and team-oriented
- Discreet and professional in handling confidential information
- Passion for supporting the mission and goals of the HCWDB

### Application Process

Interested candidates should submit a resume and cover letter outlining their qualifications and experience, along with references to [careers@hcwdb.org](mailto:careers@hcwdb.org).