

Registration Information

Order No.	3896143
Agency Name	STARRY
Job Title	Administrative Assistant
Job Description (including hours and responsibilities)	<p>Principle Job Function: The Administrative Assistant will do all of the following for their assigned region: answer all incoming phone lines, transfer calls; take accurate messages and notify staff when emergencies arise; assist STARRY staff in the overall coordination and communication of FAYS services, and support in program activities. They will also provide warm welcome and exemplary customer service through inperson interactions in their assigned offices and all phone interactions with clients. This role is essential in evaluating client eligibility through initial phone calls and gathering pertinent information required for services provided by STARRY, within contract(s) expectations. This role also ensures adherence to ethical codes and best practice in the field. We believe that to best serve the community, cultural diversity must be centered in the work we do. Our goal is to have a staff that most adequately represents the diverse languages and ethnicities of the populations that we serve. Hence, we strongly encourage people of color and bi-lingual professionals to apply</p>
Job Location	Waco, TX
Salary Range	\$15.00-\$17.00/hour
Qualifications	<p>Education and Experience: High school diploma. Four years' experience applicable to the position responsibilities. Other: Computer usage, Typing skills, Bookkeeping, Organizational Skills.</p>

	Approved criminal background report. Able to satisfy all applicable requirements, and have good problem solving and decision-making skills. Status: Part-Time Consideration: If you would like to be considered as a candidate for this position, please visit www.starry.org/jobs for application details. Position will remain open until filled.
Link to application web site (if applicable)	www.starry.org/jobs
Application Contact Name	Lyndsay Ingrassia
Phone	512-246-4315
Email	starry.applications@starry.org
Application will be accepted until (closing date):	Position will remain open until filled.