

Dor-Tran, Inc. D.B.A. Door-Tran – Administrative Specialist

Door-Tran is searching for a professional Administrative Specialist to oversee all administrative and clerical duties and manage various transportation related programs. If you are a detail-oriented professional with proven clerical experience, we want you. In this position, you will play an important part in assuring Door-Tran's daily office operations run smoothly.

Your duties will include answering telephones, distributing mail, and maintaining company files. You will also be responsible for processing program applications, registering new clients and maintaining reporting functions. To succeed in this role, you must be a reliable and self-motivated professional with excellent organizational skills. Our ideal candidate will be familiar with Microsoft Office Suite, basic bookkeeping with QuickBooks and office administration processes.

Interested candidates must submit a cover letter, resume, salary requirements and three references by 4:00 pm on February 12, 2021 to: Door-Tran, Attn: Nikki Voight, Executive Director, [1009 Egg Harbor Rd](https://www.door-tran.org), PO Box 181, Sturgeon Bay, WI 54235 or email: mobility@door-tran.org.

GENERAL RESPONSIBILITIES

- Maintain files and records so they remain updated and easily accessible
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Assist clients entering the office
- Sort and distribute incoming mail and prepare outgoing mail
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation and use of other software
- Undertake basic bookkeeping tasks, issue invoices, bank deposits, etc.
- Process and prepare documents, such as business or government forms and expense reports
- Process applications and keep records in an orderly fashion
- Work with clients on their needs and direct them accordingly

Qualifications Needed

- High school diploma or equivalent qualification required.
- A minimum of 2 years' experience in a clerical position.
- Strong knowledge of office procedures and basic accounting processes.
- Working knowledge of office equipment and processes.
- Proficiency with Microsoft Office Word, Excel and Outlook.
- Excellent customer service skills, outgoing and friendly.
- High attention to details and accuracy.
- Ability to catch on quickly, follow directions and learn new tasks.
- Outstanding communication and organizational skills.

- Strong work ethic and team player
- Ability to maintain a high level of confidentiality
- Successfully complete a background check at hire and ongoing.