

Bilingual Administrative Assistant

Los Angeles, CA

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Bilingual Administrative Assistant** to answer telephones, greet guests, and perform administrative tasks for our Los Angeles office.

Job Responsibilities: The Bilingual Administrative Assistant is responsible for staffing the front desk of a busy law office simultaneously managing incoming calls, greeting and announcing guests, accepting packages and mail, performing general clerical duties, and maintaining daily staff sign-in records. Receives visitors and provides organizational information to guests and community members. Processes and distributes incoming and outgoing mail, packages, and faxes; opens, stamps, and sorts mail. Participates in booking travel and preparing expense reports and related forms. Performs miscellaneous clerical work of a type that can be performed while balancing receptionist duties. Responsible for scheduling public meeting rooms, communicating with building services staff to ensure that rooms and required equipment are set up, and collecting room rental fees. May compose and prepare correspondence and memoranda from brief instructions. Performs other related duties as assigned.

Qualifications and Experience: Minimum high school graduation or GED and one (1) year experience in reception and clerical work is required. Up to 6 months formally verifiable training in reception and secretarial work can be substituted for up to 6 months experience. Must be fully bilingual in English and Spanish and be able to seamlessly switch back and forth between both languages. Must be knowledgeable of general office practices and procedures; computer and office machine operations; data entry, electronic mail, telephone etiquette, letter and report writing; and basic bookkeeping, and filing systems. The successful candidate will be able to collect and relay information with diplomacy and must possess excellent interpersonal skills. A proven ability to interact in appropriate, professional manner with high-level business leaders, donors, administrators, volunteers, and staff both on the phone and in person is required. Proficiency in English language usage, grammar, spelling, and syntax to compose, edit, and proofread correspondence, reports, and other written materials is essential. A working knowledge of the Internet as well as Windows and Microsoft Office computer programs including Word, Excel, and Outlook is required. Must be detail oriented with the ability to work with frequent interruption by telephone, email, and visitors.

Knowledge, Skills, and Abilities: The successful candidate will possess general knowledge of the geography of Los Angeles and Southern California, the Latino community, and local organizations where persons can be referred for additional information and help. The ability to write proficiently in Spanish highly preferred. Interest in learning about how a law office works and the ability to learn simple legal terminology and legal office procedures preferred.

Compensation: \$27,040 – \$32,000 per year paid hourly. Salary is commensurate with experience. MALDEF's generous benefits package includes: 100% employer paid medical, dental and vision for employees and their eligible dependents, short and long term disability insurance, term life insurance, 403(b) retirement plan with employer match and employer-direct contribution, employee assistance plan, 11 holidays, and 20 days personal time off (PTO) per year.

How to Apply: Send cover letter and résumé by email to jobs@maldef.org. For ease of processing please title your email as follows: **Your Name – LA Bilingual Administrative Assistant**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Position Open Until Filled. ■ Equal Opportunity Employer

For more information, visit: www.maldef.org

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