



Job Announcement Administrative Assistant

Mentis, a private non-profit agency, is looking to fill the position of Administrative Assistant. Mentis is a professional and bi-lingual provider of mental health services throughout Napa County to people of every age, stage, and income level.

The position is full time, salaried and benefitted (sick, vacation, medical, dental, and retirement) with a competitive salary based upon experience and education. The ideal candidate will have experience working in a non-profit agency in an administrative capacity, be bilingual and possess some college education. Must be proficient with Microsoft Office programs and willing to learn additional software and web-based programs as needed.

The agency seeks an individual who enjoys collaboration, takes initiative, possesses good organizational and communication skills, and manages time efficiently. This individual will work with all levels of staff and interact with diverse populations. The administrative assistant will report to the operations manager and be an important contributor to the administrative department.

The administrative assistant will perform routine clerical and administrative functions such as receiving guests/clients, inventory and order supplies, operate office machines, filing, sort and distribute mail, prepare staff meeting agendas and minutes, schedule meetings and complete basic reports.

We look forward to hearing from you. E-mail your resume and cover letter to (soliva@mentisnapa.org) Sandra Oliva, MPH, operations manager.