



Administrative Assistant, Chippewa Falls, Wisconsin

Are you interested in a full time job assisting others to meet their potential?

Chippewa River Industries (CRI) is a local organization providing employment skills in Western Wisconsin. Our mission is: "To empower and support individuals to achieve their highest level of independence in the community".

Currently: we are seeking a candidate who would be available 7:30 AM until 4:00 PM Monday through Friday to be the face of our organization. The purpose of this position is to perform clerical and other administrative support functions at CRI. The successful candidate will administrate reception, data entry, security protocol and other administrative tasks for the organization. This is a key position for the organization as the first impression of our organization for customers, client workers, families, government agents, potential employees and other stakeholders.

CRI specializes in the delivery of prevocational services with individuals in need of support, typically because of the presence of a disability to learn and thrive in their jobs. The critical role of your position is to be an administrative support to our professionals who deliver quality services to our client-workers leaving a favorable impression of CRI with all who walk through our doors.

Qualifications and Skills:

1. An associate degree or equivalent, and at least one year experience in a reception and/or administrative/secretarial/clerical experience or related customer service experience.
Or
Graduation from high school or equivalent and completion of two years' experience in a reception and/or administrative/secretarial/clerical experience or related customer service experience.
2. Able to type a minimum of 55 wpm, and perform data entry at 18,000 kph with 90% accuracy.
3. Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.
4. Acumen to utilize professional office equipment and business software including Microsoft office suite, proprietary finance and business software, etc.

Benefits

1. 401K after one year employment
2. Paid Time Off (PTO)
3. Paid holidays
4. Health, life and disability insurance

Essential Duties and Responsibilities:

Your task is to support the organization and each individual that may be a lasting fit for their skills and abilities. This is not a comprehensive job description; a full description will be provided at the submission of a resume.

Contact Scott Krueger at 715-726-7822 and hr@crind.org



We are looking for solid role models for this position and are eager to meet you because of it. If you have any questions specific to the position do not hesitate to give me a call. Thank you for your interest in our mission to include work as a vital part of a whole life in Western Wisconsin.

Chippewa River Industries is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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