



Diocese of Owensboro – Catholic Charities Administrative Assistant

Catholic Charities located in Owensboro, KY has a full-time job opportunity for an **Administrative Assistant**, working under the supervision of the Director of Catholic Charities.

Position Summary: Working under the supervision of the Director of Catholic Charities, the full-time administrative assistant oversees and manages all office procedures and other tasks as assigned by the Director.

Qualification and Duties: High school diploma, Ability to communicate concisely and effectively, both verbally and in writing in English and one other language, Ability to display excellent hospitality skills when greeting and signing-in all visitors or clients and directs them to the appropriate personnel, Minimum 2-3 year's experience of performing duties comparable to office duties, Prefer applicant with clerical skills and data entry and or bookkeeping experience, Professionalism and courtesy in all dealings with the staff and outside clientele, Competence in technology, Possess good writing and problem-solving skills, Must have ability to multi-task, organize and meet deadlines, Must be able to work independently, and Successfully complete a criminal history and background check.

Contact Details: The Diocese of Owensboro is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to: Diocese.HR@pastoral.org