



Position: Administrative Office Assistant

Founded in 2012, Rienda Services is a rapidly growing provider of residential services to adults with intellectual disabilities dedicated to making a difference for our clients, the community, and our employees.

Our Mission

We believe in working with an innovative client-centered approach when delivering services to our clients. We know when individuals are supported in all aspects of their lives, they live more independent lives where they are active participants in their communities. By affording individuals with greater choice and control, we provide them a sense of greater well-being, independence and freedom to pursue their goals and aspirations.

We are focused on establishing genuine links in the community so that those resources can be utilized to bring the client a sense of greater authority over their lives, a valued role, sense of participation, and a sense of purpose to their lives.

Our Philosophy

The philosophy of Rienda Services Inc. (RSI) is to provide high quality care and an environment that maintains and enhances the health and psychosocial needs of adults with intellectual disabilities in a warm, caring, and nurturing environment where clients feel safe, cared for, and most importantly part of a family.

We at Rienda Services, Inc. recognize each client comes to us with unique life experiences, values, attitudes and desires, and a

combination of medical, psychiatric, social, and behavioral challenges. We foster a supportive environment where individuals can live as independently as possible while providing the supports and opportunities for clients to experience growth and self-development.

REQUIREMENTS

- Must be active not only within the "team" concept, but also in companywide task forces.
- Handle the receipt and sending of mail for company.
- Process any courier packages for company.
- Keep office organized and running efficiently.
- Setup and confirm meetings dates and times when needed, changing if necessary.
- Work with our outsourced bookkeeper to make sure that our books are kept properly.
- Support staff by completing filing, and sending appropriate documents.
- Must be willing to take on additional responsibilities and offer support as workload demands due to growth of the company.
- May be required to work overtime from time to time.
- Plan and coordinate events and help to facilitate successful event effectiveness. This will include all coordination.
- Must have reliable transportation and be able to drive to other work locations.
- Run errands as requested. This requires dependable transportation, vehicle insurance and a valid driver's license.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to handle multiple tasks.
- Basic knowledge of Bookkeeping, Microsoft Word, and Excel.
- Ability to work quickly and accurately under pressure, stress resilient
- High level of thoroughness and organizational skills, with strong attention to detail.
- Willingness to work in a team environment
- Flexible and enthusiastic
- Excellent written and verbal communication skills.
- Commitment and passion to the mission of the organization
- Must work effectively with co-workers, clients and others.

TERMS

Mostly part-time position. must be available Monday through Friday, 9:00 a.m. -- 4:00 p.m., unless otherwise specified. Some additional hours may be required.

Consistent and regular attendance required.

Rienda Services, Inc is fully committed to a strong equal opportunity program. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, age, genetic information, physical or mental disability status, creed, national origin, protected veteran status, sexual orientation or other basis protected by applicable antidiscrimination laws.

EOE AA M/F/V/Disability

Please submit a resume outlining your experience. Visit us at www.riendaservices.com