



## **JOB VACANCY**

POSITION: ADMINISTRATIVE ASSISTANT-WEATHERIZATION DEPARTMENT  
LOCATION: 227 E. WASHINGTON BOULEVARD  
HOURS: 7:30 A.M. TO 5:30 P.M. MONDAY - THURSDAY, 7:30 A.M.-11:30 A.M. FRIDAY  
STARTING SALARY RANGE: \$23,920 - \$26,000

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### **JOB DUTIES**

The Assistant is responsible to expedite documentation and processes that are key to Brightpoint delivering high quality services for the Indiana Weatherization Assistance Program (IWAP). The Assistant supports managerial and field staff by creating, organizing, and maintaining records, files, tracking processes, reports, and other necessary paperwork, by handling client inquiries, by administering the client waiting list, by scheduling staff appointments with clients, by preparing and processing invoices, and by reporting information. The Assistant will have daily contact with Brightpoint staff, program contractors, and clients with whom a positive and professional rapport will be created and maintained. Remote work from home is not an option for this position.

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### **SKILLS AND QUALIFICATIONS**

#### **PHYSICAL REQUIREMENTS**

1. Must possess manual dexterity to handle paperwork, and to operate keyboard and mouse, print and copy equipment, telephones, and other office machinery
2. Must possess strong visual and observation skills
3. Auditory and verbal skills are required for communication with staff, clients, and the public
4. Must be able to stand or sit for 45 minute intervals

#### **ELIGIBILITY REQUIREMENTS**

1. High School Diploma required, Associate's Degree preferred. Consideration given to candidates with minimum two years of demonstrated experience or education in a field related to office administration
  2. Strong interpersonal, oral, and written communication skills
  3. Strong mathematics aptitude
  4. An ability to quickly develop a thorough understanding of basic community action concepts, and the numerous regulations governing agency operations and programs
  5. An ability to relate well with diverse personalities from a variety of socio-economic backgrounds
  6. Proficient in MS Word, Excel, Outlook, Power Point, and database applications
  7. Ability to manage multiple tasks simultaneously
  8. High comfort level with public interaction
  9. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
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DATES FOR INTERNAL POSTING: FROM: August 26, 2021 To September 3, 2021

TENTATIVE DATES FOR EXTERNAL POSTING: FROM: August 26, 2021 TO UNTIL FILLED

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

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FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 213 or 206

APPLICATIONS ACCEPTED – 227 E WASHINGTON BLVD, FORT WAYNE, IN

8:30 A.M. – 4:30 P.M., MONDAY – THURSDAY, OR 8:30 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.