



**We are hiring!**

**Background & Description:**

[Presence Quotient](http://www.presencequotient.org)®, also known as Presence, is a Christian 501(c)(3) non-profit organization that provides tools and training for individuals and families to apply Christian values to their everyday lives, bridge the cultural and generational gaps, and be equipped to lead and serve in their communities. Website: [www.presencequotient.org](http://www.presencequotient.org)

We are seeking an **Administrative Assistant** to assist our administrative team.

**Duties and Responsibilities include** (not in any particular order):

1. Attend to organization emails.
2. Assist with registration process of events and training programs.
3. Provide support in mass distribution of newsletters and e-news.
4. Maintain vendors accounts, including internet/phone, electricity, security, office supplies.
5. Enter donations in database system, generate and send donation receipts.
6. Maintain receipts and payments vouchers.
7. Maintain bank transaction log.
8. Transfer from Paypal account.
9. Collect and check time sheets.
10. Provide administrative and data entry support, such as taking minutes of meetings and preparing management reports as needed.
11. File documents as needed, organize and save documents in Presence's server.

**Qualifications:**

- Hold highest integrity and exhibit high degree of confidential professionalism.
- Strong analytical and problem-solving skills, attention to detail and accuracy.
- Bachelor degree in related field.
- One or more years of related experience.
- Bilingual English and in written Chinese preferred.
- Strong computer skills: Microsoft office, Google applications, database system.
- Able to work in a multi-generational setting.
- A serving heart. Humble attitude. Good Christian values.
- Legally eligible to work in the U.S.

**Position Type:** Part-time 20hr/week 4-5 days

**Requested Documents:** Resume & Cover Letter, Two references (name, relation, phone, email).

**Physical Location:** City of Industry, CA [work from home during pandemic]

**Contact Information:** Vanessa Lai, Administrative Manager. Email: [hr@presencequotient.org](mailto:hr@presencequotient.org)