

Administrative Assistant

Summary

Under the direct supervision of department managers and executive staff, this position provides administrative and secretarial support. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

Essential Functions

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

1. Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
2. Performs desktop publishing. Creates and develops visual presentations.
3. Establishes, develops, maintains and updates filing system. Retrieves information from files when needed.
4. Organizes and prioritizes large volumes of information and calls.
5. Sorts and distributes mail. Drafts written responses or replies by phone or e-mail when necessary.
6. Answers phones and takes messages or fields/answers all routine and non-routine questions.
7. Acts as a liaison with other company's and outside agencies.
8. Handles confidential and non-routine information.
9. Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects.
10. Coordinates ordering of office supplies.
11. Manages Ring Central account and telephones within all of the companies.
12. Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
13. Scanning, copying, attaching and mailing as necessary.

Competencies

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.
6. Flexibility.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma.
2. One year of administrative experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____