

# **ADMINISTRATIVE ASSISTANT**

## **Job Type: Full-Time Employment**

Summary Overview: An Administrative Assistant is an employee that provides high level administrative support to executives in the workplace, such as taking calls, scheduling meetings, managing executive requests, and other office duties. They are outgoing, have an eye for detail, and work well with a wide variety of personalities.

## **Essential Functions:**

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate meetings
- Collate and distribute mail
- Prepare communications such as memos, emails, invoices, reports and other correspondence
- Write and edit communications, from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping

## **Education:**

High school diploma required; Bachelor's degree in Business Administration or related field preferred

## **Day-to-Day Responsibilities:**

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.
- Arranges travel and accommodations for executives
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping
- Performs additional duties assigned by executives
- Performs other related duties as assigned

**Skills:**

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software