

Administrative Assistant

Job Title: Administrative Assistant Company Job Code:
FLSA Status: Division/Department:
EEO Code: Reports to: Supervisor/Manager
Salary Grade/Band: Last Revision Date:

SUMMARY

Provide administrative support to a department and/or Manager. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES

1. Answer telephones and transfer to appropriate staff member.
2. Meet and greet clients and visitors.
3. Create and modify documents using Microsoft Office.
4. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
5. Maintain hard copy and electronic filing system.
6. Sign for and distribute UPS/Fed Ex/Airborne packages.
7. Research, price, and purchase office furniture and supplies.
8. Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
9. Setup and coordinate meetings and conferences.
10. Maintain and distribute staff weekly schedules.
11. Collect and maintain PC inventory.
12. Support staff in assigned project based work.
13. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Provide office orientation for new employees.
2. Setup accommodation and entertainment arrangements for company visitors.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written

communication skills and the ability to type 50 wpm. This is normally acquired through one to three years of clerical experience.

WORKING CONDITIONS

Working conditions are normal for an office environment.

SOURCE: **hrVillage.com**