

Administrative Assistant

Job Summary:

The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

Supervisory Responsibilities:

- May direct the work of clerical employees in lower job classifications.
- May assist in training newly hired clerks and secretaries.

Duties/Responsibilities:

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains a system for recording expenses and the use of petty cash.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Education and Experience:

- Associates degree required; Bachelors degree in related field preferred.
- Three to five years of experience in an administrative role.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.