



Job Description

Job Title: Administrative Assistant

Summary:

Initiates, coordinates, and executes administrative support to Executive Team Members.

Essential Duties and Responsibilities: (others may be assigned by management)

- Exercise of discretion and independent judgment with respect to matters of significance.
- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgement and discretion in handling requests for appointments and telephone calls.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes, using individual initiative and as assigned.
- Proactively establishes, and maintains highly organized filing system; files correspondence and other records.
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedule awareness.
- Meets and greets visitors.
- Coordinates travel arrangements; completes expense reports and processes invoices; ensures that correct account codes are used and required signatures obtained.
- Conducts research; compiles and types statistical reports.
- Coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and recording and transcribing meeting minutes.
- Orders and maintains supplies; coordinates equipment maintenance.
- Manages office petty cash fund and reimbursement procedures.
- Assists in development and implementation of department systems and procedures as needed.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists with special projects as assigned.

➤ **Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➤ **Education and/or Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements above below are representative of the knowledge, skill, and/or ability required. Ability to work independently. Acute attention to detail. Ability to make decision regarding above requirements. Computer skills; Excel, Word, Access, IQMS.