

## **Administrative Assistant Job Description**

Definition: Working under the supervision of the Executive Director, the full-time Administrative Assistant oversees and manages all office procedures and other tasks as assigned by the Executive Director. Salary is commensurate with experience.

### **Duties and Responsibilities:**

1. Oversee all aspects of general office coordination.
2. Maintain office calendar to coordinate work flow and meetings.
3. Maintain confidentiality in all aspects of client, staff and agency information.
4. Monitor and assist with maintenance of the organization's website.
5. Interact with clients, vendors and visitors.
6. Answer telephones and transfer to appropriate staff member.
7. Open, sort and distribute incoming correspondence, including faxes and email.
8. Sign for and distribute UPS/FedEx or similarly delivered packages.
9. Prepare responses to correspondence containing routine inquiries.
10. Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
11. File and retrieve organizational documents, records and reports.
12. Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
13. Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
14. Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
15. May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
16. Set up and coordinate meetings and conferences.
17. Prepare agendas and make arrangements for committee, Board or other meetings.
18. Interact with the organization's Board of Directors.
19. Attend Board, committee meetings or other meetings as requested in order to record minutes.
20. Compile, transcribe and distribute minutes of meetings.
21. Make travel arrangements for staff, board and volunteers.
22. Collect and maintain inventory of office equipment and supplies.
23. Research, price and purchase office furniture, equipment and supplies.
24. Arrange for the repair and maintenance of office equipment.
25. Support staff in assigned project-based work.
26. May supervise volunteers and other support personnel.
27. Assists in special events, such as fundraising activities and the annual meeting.

28. Assist with overall maintenance of the organization and its offices.
29. Other duties as assigned by Executive Director.

**Knowledge, Skills and Abilities:**

1. Computer literate.
2. Good writing, analytical and problem-solving skills.
3. Knowledge of principles and practices of organization, planning, records management and general administration.
4. Ability to communicate effectively.
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
6. Ability to follow oral and written instructions.

**Minimum Qualifications:**

1. At least three (3) years experience in general office responsibilities and procedures.
2. Must be computer literate.
3. Knowledge of principles and practices of basic office management and organization.
4. Knowledge of the basic principles and practices of bookkeeping.
5. Ability to work well either alone or as part of a team.