

Job Title: **ADMINISTRATIVE ASSISTANT 1**

SUMMARY

Under direct supervision, provides administrative and staff support to an organizational units or departments by administering programs, projects, and processes specific to the department needs.

ESSENTIAL FUNCTIONS

- Prepares correspondence, memoranda, reports, as requested; proofreads all documents.
- Screens department telephone calls; resolves routine and some complex inquiries.
- Organizes and maintains the department filing system.
- Oversees department mailbox and calendar.
- Distributes incoming department mail.
- Sends/receives files from storage.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Prepares and distribute meeting minutes.
- Maintains satisfactory attendance, to include timeliness.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or State-issued equivalency certificate plus 1 year of administrative support experience.
- Skilled in the use of MS Word, MS Excel, MS PowerPoint, and MS Outlook at a basic level.
- Skilled in reading, comprehending, interpreting and executing simple instructions, short correspondence and memos.
- Skilled in composing and formatting correspondence, business proposals and presentations.
- Skilled in adding, subtracting, multiplying and dividing using whole numbers.

PREFERRED QUALIFICATIONS

- Experience operating standard office equipment to include personal computer.
- Knowledge of standard office practices and procedures.
- Excellent telephone skills.
- Strong verbal, written, analytical, organizational and interpersonal skills.
- Experience working with all levels of management.
- Experience working independently and exercising confidentiality and sound judgment in making decisions.
- Skilled in operating standard office equipment to include personal computers.
- Knowledge of standard office practices and procedures.
- Experience organizing, prioritizing and meeting deadlines while working on numerous on-going projects simultaneously.
- Experience working independently with minimal supervision.
- Experience dealing with confidential information.
- Experience to making travel arrangements.
- Experience communicating and working with all levels of an organization.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.