

Job Title: **ADMINISTRATIVE ASSISTANT 2**

SUMMARY

Under general supervision, provides administrative and staff support to an organizational unit or department by administering programs, projects, and processes specific to organizational needs. This position typically supports an executive below the vice president level.

ESSENTIAL FUNCTIONS

- Prepares correspondence, memoranda and reports.
- Screens telephone calls, receives and directs visitors, resolves routine and some complex inquiries.
- Coordinate department lunches.
- Distributes incoming mail; prepares packages for shipping.
- Organizes and maintains file system.
- Orders and maintains supplies; arranges for equipment and facilities maintenance when necessary.
- Maintains calendar of appointments, meetings and travel itineraries; coordinates related arrangements.
- Creates expense reports and reconciles department purchasing cards.
- 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 3 years of administrative support experience reflecting increasing levels of responsibility.
- Skilled in reading, comprehending, interpreting, and executing simple instruction, short correspondence and memos.
- Skilled in writing simple correspondence.
- Skilled in adding, subtracting, multiplying and dividing using whole numbers.

- Skilled in the use of MS Word, MS Excel, MS PowerPoint and MS Outlook at a basic level.

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.
- Experience composing and formatting correspondence, business proposals and presentations.
- Experience organizing, prioritizing and meeting deadlines while working on numerous on-going projects simultaneously.
- 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.