

Administrative Assistant

Immediate Supervisor: Program Director; Executive Director
Supervising responsibility: None
Classification: Non-Exempt

Function:

Responsible for performing administrative and clerical duties for organization staff. Uses automated office equipment to compose and type letters, reports and other materials. Maintains filing systems, screens calls, takes messages, and assists in preparation of reports using spreadsheet and graphic software. Makes appointments and travel arrangements and may coordinate specific project activities.

Primary Tasks:

- 1) Shares phone answering duties with other HEC administrative staff and coordinates phone coverage during absences; receives and processes telephone inquiries.
- 2) Maintains electronic and paper filing systems ensuring that files are accessible to all staff.
- 3) Prepares committee and conference information packets.
- 4) May be responsible for making travel arrangements for project staff and stakeholders (sending out travel forms, reconciling hotel and transportation information).
- 5) Serves as the contact person for project when staff is offsite/ unavailable.
- 6) Processes incoming and outgoing mail.
- 7) Prepares and processes bulk mailings.
- 8) Prepares correspondence, reports, proposals, spreadsheets and other written material as needed by Council staff.
- 9) Manages mailing and assessment databases as needed.
- 10) Records and types minutes from project specific meetings and teleconferences.
- 11) Reviews expense reports and prepares vouchers for processing payment.
- 12) Maintains inventory of project office supplies and materials.
- 13) Operates basic office equipment.
- 14) Maintains internal staff calendar.
- 15) Prompts staff regarding due dates for assignments and other time-sensitive matters.
- 16) Schedules conference calls as requested by program staff.
- 17) Drafts agendas and follow up items for staff meetings.

18) Performs other duties as assigned by the Program Director and other Council staff.

Minimum Qualifications:

- ❖ High school diploma or GED
- ❖ At least two years of secretarial experience and/or training.
- ❖ Proficient in Windows and Microsoft Office applications to include word, email, power point and Excel; typing skills with a minimum proficiency of 40 words per minute; experience with mail merge and address label printing applications.
- ❖ Excellent communication skills- both oral and written; ability to make arithmetical computations.
- ❖ Ability to organize time efficiently; prioritize multiple projects and adjust workload as needed.
- ❖ Ability to demonstrate good judgment, initiative and resourcefulness; perform administrative assignments with minimal supervision.
- ❖ Ability to proofread and pay attention to detail.
- ❖ Willingness to work occasional weekends and evenings.