

## Administrative Assistant

### Job Purpose

Provide Administrative Support to all departments. Duties include general clerical, receptionist and project-based work with ability to travel on occasion.

### Essential Functions

Knowledge of: Office administration practices and procedures; principles and practices of sound business communication; correct English language usage, including spelling, grammar and punctuation; policies and procedures applicable to departmental operations; terminology, technical work processes and local, state and federal requirements applicable to areas of assigned responsibility; basic functions of math; advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data; Government policies and labor contract provisions and timekeeping requirements; recordkeeping, filing and purchasing practices and procedures.

### Primary Responsibilities

- Answer multi-line telephone and transfer to appropriate staff member
- Create and Modify Documents using Microsoft Word, Excel, PowerPoint, and Access
- Perform general clerical functions to include faxing, coping, scanning, filing, and mailing
- Sign for and Distribute Courier Shipments
- Prepare Courier Shipments
- Track and Maintain Inventory and Property Management
- Research, Price and Purchase Office Supplies
- Support Staff in assigned Project Based Work
- Floor Audit Checks
- Compliance Follow Up for necessary documentation
- Make Coffee
- Escort Visitors-Have them sign in and out

Physical Requirements: Ability to lift 40 lbs repetitively, sit, and/or stand for long periods of time. Typing speed of 40 words per minute and ability to multi-task.

Education/Experience: Bachelor's Degree with three (3) years of experience

Working Conditions: Working conditions are normal for an office environment.