

Position Title: Administrative Assistant

Department: Administration

Reports to: Vice President

Created by: John Doe

Category: Non Exempt

Status: Awaiting Approval

Field: Office and Administrative Support

Created on: October 2, 2007

Last Revised: October 2, 2007

Pay Grade: 29

Alternate Grade:

Position summary:

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Exclude "Secretary."

Tasks:

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Prepare agendas and make arrangements for committee, board, and other meetings.

Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Time Management - Managing one's own time and the time of others.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Attributes:

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).

Experience And Education: High School Diploma (or GED or High School Equivalence Certificate); Over 2 years, up to and including 4 years

SAMPLE