

Administrative Support - Job description

This position primarily provides Administrative and Secretarial support for both Principals of the company and the Accounting Department. In addition to data entry, filing, and scheduling, performs duties such as coordination of meetings and conferences, purchasing supplies, coordinating direct mailings, and working on special projects. Interact with external callers and visitors, as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified workload.

Essential Functions

1. Answers phones and takes messages.
2. Prepares written correspondence with clarity and fluency.
3. Work directly with Accounting Manager on projects as assigned
4. Assists the Principals and Operations Manager with various tasks and projects.
5. Schedules and organizes activities such as meetings, travel, conferences and other activities.
6. Establishes, develops, maintains and updates filing system for the Principals and the department.
7. Manages and coordinates supply orders for multiple offices
8. Sorts and distributes mail. Drafts written responses or replies by phone or e-mail when necessary.
9. Acts as a liaison with other departments and outside agencies. Routinely, handles confidential and sensitive information.
10. Welcomes visitors, and clients.

Competencies

1. Data entry
2. Collaboration Skills
3. Follow – Up / Follow - Thru
4. Effective Communication (written & verbal)
5. Proficient understanding of clerical procedures and office equipment
6. Capacity to prioritize multiple tasks for multiple audiences
7. Ability to work as part of a team or independently
8. Proficient in Microsoft Office suite and related software
9. Thoroughness / Attention to detail

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely an office role; however, occasional out of office duties may be necessary. This would require the ability sit for extended periods of time, to lift up to 25lbs, open filing cabinets, bend, stand hear and see.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Required Education and Experience

1. Associate's degree.
2. Three (3) years of administrative experience.
3. At least 1 year of Payroll experience

Preferred Education and Experience

1. College degree or currently in process of obtaining one.
2. Two years of related experience.

Other Duties

Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____