

## **Administrative Assistant Job Description**

The Administrative Secretary provides high-level clerical support to an executive, director, or department head-level employee, performing a variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data.

### ***Duties/Responsibilities:***

- Provides high-level administrative support to an assigned executive or director-level employee.
- Collects requested data and information from various sources including email and other correspondence, meeting minutes and records, and other documents; prepares summaries of findings and/or other related written correspondence as requested.
- May conduct research (within skills and expertise) to assist with projects or inquiries.
- Coordinates and schedules travel, meetings, and appointments.
- Prepares agendas and schedules for meetings, conferences, and other assigned events; takes and distributes minutes or other notes as requested.
- Responds to and resolves administrative inquiries and questions.
- Welcomes and directs visitors and clients.
- Answers and transfers phone calls, screening when necessary.
- Performs other general clerical and secretarial duties as requested, which may include recordkeeping, managing petty cash, maintaining office supplies, and coordinating equipment maintenance, and handling packages and correspondence.
- Performs other related duties as assigned.

### ***Required Skills/Abilities:***

- Detail-oriented and professional.
- Exceptional communication skills.
- Extremely proficient with Microsoft Office Suite.
- Basic understanding of office equipment.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently and reliably.
- Flexible and adaptable in various situations and when interacting with many different personalities.
- Ability to organize and prioritize tasks including delegation of tasks when appropriate.
- Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines.

### ***Education and Experience:***

- Associate's degree required, Bachelor's degree in related field preferred.
- Three to five years of experience in a related role required with some supervisory experience preferred.

### ***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

No travel is needed.