



Administrative Assistant Job Description

Reports To: General Manager
Department: Administration

Pay Grade: 5
Classification: Non-Exempt

Position Summary

The Administrative Assistant supports the General Manager to ensure efficient operations of the office. This role assists managers and employees with various tasks and responsibilities, handling confidential and time-sensitive materials.

Essential Duties & Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews incoming correspondence and directs it appropriately
- Prepares correspondence for the General Manager's signature
- Prepares and distributes Board agenda packets for regular and special meetings
- Prepares presentations and materials as needed
- Coordinates outside use of the boardroom and of all company owned properties
- Develops forms and maintains policy and procedures manuals as needed
- Assists the General Manager with special events
- Answers and directs phone calls
- Manages and maintains the General Manager's schedule
- Represents the company at various meetings, conferences, etc.
- Attends and records minutes of all monthly Board of Director meetings
- Manages travel arrangements for all company employees
- Conducts research, compiles data, and prepares papers for consideration and presentation by the General Manager, committees, and Board of Directors
- Fills in for the Customer Service Supervisor as needed
- Maintains and purchases all office supplies
- Maintains the company website
- Manages all biddings of company vehicles and equipment
- Oversees employee locations utilizing a tracking program
- Assumes the role of Head Information Officer during Hurricane Season
- Prepares invoices, reports, memos, letters, financial statements, and other documents using Microsoft programs, databases, or presentation software as needed
- Files and retrieves corporate documents, records, and reports as needed
- Performs related duties as directed



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Minimum Qualifications

- Associate's degree in Office Administration or a related certification
- At least 3 years of experience in an Administrative Support role. An additional year of administrative support experience may fulfill the requirement for an Associate's Degree or certification.

Licenses, Certifications or Registrations

- Valid Driver's License (must be approved as insurable driver by insurance carrier)

Knowledge, Skills & Abilities

- Demonstrates the company **Mission Statement** in all job functions and day-to-day activities by providing dependable and quality customer service
- Possesses a high level of **integrity** and strives to always do the right thing
- Provides high **quality** services and strives for excellence in all we do
- Demonstrates **dependability** by delivering on commitments consistently and timely
- Possesses a positive **attitude** by being teamwork driven and a positive influence on others
- Provides the highest level of **customer service**
- Demonstrates **stewardship** by being responsible for the company's assets and properties
- Demonstrates good attendance and appropriate general hygiene and dress
- Exemplifies safety mindfulness during all company related activities by always utilizing and/or wearing any and all required safety equipment; is always looking for ways to improve organizational safety, and ways to avoid accidents and/or injuries
- Demonstrates good communication and interpersonal skills to customers, clients, and co-workers
- Demonstrates the ability to manage conflict in a constructive manner
- Demonstrates the ability to maintain strict confidentiality of company business affairs and operations

Physical Demands

- While performing the duties of this job, the employee is regularly required to use hands and fingers to operate basic office equipment
- Use of close vision for computer work, distance vision, and the ability to adjust focus
- Physically light work will typically involve some combination of standing, walking, lifting, pulling, stooping, crouching, bending/kneeling, reaching, pushing, and repetitive motions
- Light to moderate lifting is required (up to 30 pounds)



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Job Description Acknowledgement

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position with or without reasonable accommodation.

Signature

Date

Name (Printed)