



## JOB DESCRIPTION

### I. POSITION SUMMARY:

The Administrative Assistant should be dynamic, personable and a highly organized individual with proven experience providing excellent support to management and staff. Administrative assistant responsibilities include providing administrative support to ensure efficient operation of the office. The Administrative Assistant will support managers and employees through a variety of tasks related to organization and communication. The job scope is to ensure that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

#### **DUTIES AND RESPONSIBILITIES:**

- Manage multiple calendars as it relates to both internal and external meetings. Issue invitations, coordinate attendance, book meeting location and catering needs required, and facilitate communications and relevant material.
- Arrange travel and meetings by developing itineraries and booking flights or other transportation; arranging lodging and meeting accommodations.
- Receive and screen incoming calls in a professional and welcoming manner, providing appropriate responses and delivering messages when necessary.
- Prepare and modify documents including reports, drafts, memos, emails, and maintain files.
- Managing calendar details, proactively anticipating scheduling conflicts.
- Communicating with a variety of team members while maintaining confidentiality and accuracy.
- Coordinating a variety of projects as they arise.
- Maintaining an organized business operation to ensure partner success.
- Maintain electronic and hard copy filing system; retrieve documents from filing system.
- Prepare agendas and schedules for meetings.
- Anticipate needs and responsibilities without direction.
- Perform other duties as assigned.

#### **SKILLS AND ABILITIES:**

- Excellent skills in written and verbal communication.
- Excellent organization skills, time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills.
- Ability to interact with senior level executives.
- Self-starter, self-disciplined and able to work unsupervised.
- Ability to work through scheduling demands and conflicts with composure and diplomacy.
- Anticipates assistance needed by identifying problems, needs, options, and solutions before being asked.

#### **MINIMUM REQUIREMENTS:**

- Bachelor's degree required
- 2+ years of work experience as an Administrative Assistant
- Proficiency in computer skills, particularly with Microsoft Office products.