

ADMINISTRATIVE ASSISTANT

The Administrative Assistant supports the daily activities of the Public Affairs team, and reports directly to the Director of Public Affairs.

TYPICAL TASKS/ DUTIES

- Coordinate and oversee public affairs equipment and giveaway items, including oversight of vendors.
- Maintain public affairs database.
- Oversee Business Reply Mail account.
- Coordinate printing, mailings and coordination of payments with vendors.
- Assist with preparation for meetings and events.
- Attend and staff meetings and events, as needed (evening and weekend work, sometimes necessary).
- Review media and provide staff with daily clips.
- Review materials for quality control and accuracy of information.
- Maintain appointment calendar, track and monitor master schedule.
- Sort and prioritize incoming mail, faxes and other forms of information.
- Deliver oral and written messages as needed.
- Maintain routine clerical records.
- Operate a variety of office equipment, fax, laptop, PDA's.
- Photocopy, sort and file documents.
- Finish document processing by typing and applying labels, binding, etc.
- Mail, fax and distribute documents and other materials to internal and external parties.
- Provide assistance to receptionist in ordering supplies and switchboard duties.
- Miscellaneous duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate ability to be flexible in work performance; either independently without the need for direction and also on group projects that may arise.
- Knowledge and skill in using Word, PowerPoint, Excel and overall PC skills.
- Demonstrate skill in filing, record-keeping and maintaining databases.

- Demonstrate skill in reading, spelling and simple arithmetic and ability to follow oral and written instructions.
- Excellent interpersonal skills.
- Prior experience answering phones, filing, using office machines (keyboard, photocopier, fax machines, shredders, PDA's, and calculator).
- Ability to handle several tasks concurrently.
- Ability to work with and support various staff members.
- Ability to remain professional at all times.

EDUCATION AND EXPERIENCE

This position requires two years of office/clerical experience or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by and employee to successfully perform this job:

While performing the duties pertaining to this position, the incumbent is to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces and in overhead cabinets. When greeting visitors, either in person or on the phone the incumbent maintains a constant, professional, and courteous manner. As a part of the Public Affairs team, the position will also be required to assist in the physical set-up and preparation for special events and activities. Many meetings and events require evening and weekend attendance.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job:

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. On occasion, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors; while others occur outside.