

Administrative Assistant: Administrative Assistant I

Performs a variety of administrative activities requiring a sound knowledge of office practices and procedures. First point of contact to meet and professionally greet all clients, visitors and contractors. Answers telephones, furnishes routine information as requested, and/or directs calls to appropriate individuals. Types memos, letters, reports and various other forms of correspondence and information. Composes routine letters and memos for supervisor's signature by following general instructions, written notes or standardized forms and practices. Contacts company employees or outside individuals to obtain, furnish and/or exchange information. Makes travel arrangements utilizing available and accepted methods and sources. Handles document reproduction and receives and transmits various reports and correspondence. Maintains activity schedules for meeting and luncheons in conference rooms, places refreshment orders and changes, and coordinates same with food service providers.

Discretion/Latitude

Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff. Work performance constantly checked.

Knowledge, Skills and Abilities

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Problem Solving

Resolves routine problems of limited scope and complexity following established policies and procedures.

Impact

Contributes to the completion of routine task- related activities. Errors can be easily and quickly detected within the immediate work unit and would result in minor disruption or expense to correct.

Liaison

Contacts are primarily with immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Work Products

Provides a variety of administrative support functions. Performs routine tasks and responsibilities such as assist visitors with sign in and badge assignment, maintain and order office and/or other supplies, answer phones, schedule meeting rooms, file, copy, receive and distribute internal mail, and enter data into documents.

Minimum Education & Experience

1+ Years w/ High School Diploma, Basic MS Office skills.