

Administrative Assistant: Administrative Assistant III

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

Works under limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments. Completed work is reviewed for desired results.

Knowledge, Skills and Abilities

Considerable knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Problem Solving

Resolves most questions and problems and refers only the most complex issues to higher levels.

Impact

Contributes to the completion of specific programs and projects. Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Liaison

Contacts are frequent with individuals representing other departments, and /or representing outside organizations. Contact involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

Work Products

Provides a variety of administrative support functions. May perform complex tasks in support of various professional and management staff, make travel arrangements for employees and managers, utilize Microsoft Office to create Word, Excel and/or PowerPoint documents for management, assist in approving/completing expense reports, attend meetings, prepare briefings and take notes.

Minimum Education & Experience

5+ Years directly related experience w/ High School Diploma, Intermediate MS Office skills.