

Job Description



Job Title: Administrative Assistant

Dept: General Admin

Accountability: COSO

Job Summary: Perform a variety of administrative and clerical tasks as assigned such as preparing reports, filing, assembling training materials, creating spreadsheets, etc. Other duties as assigned.

INTERACTIONS

External: Occasional contact with vendors

Internal: Daily contact with staff and team leaders

REQUIREMENTS (KSAs)

- Word processing and computer experience
- Professional interpersonal skills
- Problem-solving abilities/skills
- Acceptance of responsibility and accountability
- Ability to maintain confidentiality
- Organizational skills
- Attention to detail and excellent handwriting
- Professional telephone etiquette
- Typing of 55 wpm
- Ability to operate various office equipment
- Knowledge and use of correct grammar

Staff Member Signature

Date

11/07
Admin Assistant