



ADMINISTRATIVE ASSISTANT

Office of VP Finance, Admin & Advancement

Job Summary:

The Administrative Assistant is responsible for providing complex administrative support for department management. Coordinating and overseeing the work of support staff.

Primary Duties & Responsibilities

1. Answers phone and screens visitors; provides detailed information regarding services and explains procedures; may provide advice; refers call to appropriate person if more information is needed; takes messages; responds to the more difficult inquiries and requests; serves as informational resource to staff.
2. Creates and updates unit's files purging inactive files and maintain unit's computerized databases.
3. Monitors inventory and supplies; prepares requisitions and orders supplies.
4. Drafts a variety of correspondence and memos for supervisor's approval; types and proofreads manuals, books, and other material and creates forms for Department use
5. Responds to complex inquiries and requests; serves as informational resource to staff.
6. Prepares contracts and rate schedules for employees, coordinates payments and researches and resolves discrepancies.
7. Receives data and checks for accuracy and enters it into computer system; may create, update, and maintain files and databases.
8. May perform a variety of administrative tasks including scheduling and maintaining calendar, making travel arrangements, scheduling and coordinating meetings, and processing time sheets and attendance reports.
9. Provides clerical support for committees, special projects, and task forces.

Education & Experience:

- Diploma in Business Administration or related field.
- 3 - 4 years of related and relevant experience.

Key Performance Measures

1. Ability to complete work assignments accurately with minimal supervision.
2. Accuracy of typing, as it's measured by number of errors and number of time to re-do.
3. Ability to maintain a high level of confidentiality.
4. Preventing documents loss and reduce documents filing and retrieval time.
5. Submission of reports on a timely manner.
6. Speed of work delivery, as it's measured by the time consumed in achieving desired results.
7. Quality of work, as it's measured by the number of complaints and comments received.
8. Ability to effectively maintain departmental communication, externally and internally.