



JOB DESCRIPTION

JOB CODE: Z87
DIVISION: IJSC
TITLE: Administrative Assistant
REPORTS TO: PRESIDENT

SCOPE:

The Administrative Assistant will provide a variety of administrative duties for the President & management. Must be able to work well under pressure with short deadlines and multiple job details and duties.

JOB RESPONSIBILITIES:

- Handle all matters with confidentiality and discretion.
- Support management with day-to-day operational planning needs.
- Draft, process, revise and transmit correspondence including letters, emails and reports
- Able to react quickly to changes, demand and proactively determine needs to keep track of duties
- President and his/her staff.
- Arrange business trips and conduct expense settlement in a timely manner for the President and other management
- Matching purchase orders
- Event Coordination (internally and externally) for company and staff; transportation, hotels, event stop, etc.
- Management of company online presence; Facebook, LinkedIn, IJSC website
- Arrangement of facility trades (plumbing, heating and air, etc.)
- Back up to Receptionist, relay and resolve routine telephone or walk-up inquiries.
- Promote a cooperative spirit within the organization and among internal team and external customers
- IT Representative for the company and third-party vendor
- Organize and maintain data, files, correspondence, and other records in file server.
- Prepare outgoing mail and correspondence when instructed.
- Periodically conduct research and prepare reports as needed; conserve executives time by reading and researching, and routing correspondence; drafting emails, letters, and documents.
- Support receptionist as needed and during breaks and lunch times





- Perform other such duties as may be required.
- Other Duties & Responsibilities
- Participate in proactive team efforts to achieve departmental and company goals.
- Contribute to building a positive team spirit.
- Communicate effectively with colleagues and management at all levels.
- Protect confidential information by not communicating, disclosing to, or using it for benefit of 3rd parties.
- Always maintain the highest degree of honesty and integrity.

QUALIFICATIONS & SKILLS

- **Experience:** Education and/or Experience: Associate degree (A.A.) or equivalent from two-year college or six years of related experience and/or training; or equivalent combination of education and experience.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Any special skills/training/certifications:**
 - Ability to handle sensitive information confidentially
 - Intermediate knowledge of Microsoft Office Suite
 - Intermediate or better IT knowledge
 - Excellent customer service and communication skills
 - Detail oriented

WORKING CONDITIONS:

- **Lifting/physical requirements:** Regularly required to sit for long period, stand, walk, talk and/or hear.

REVISION HISTORY

Revision	Effective Date	Document Change Summary
R0	07/23/2024	Original Issue

