

JOB DESCRIPTION

Administrative Assistant

FLSA Status: Non-Exempt

Reports To: Human Resources & Training

Position Summary

As an Administrative Assistant, this position will provide administrative support to several Public Strategies' Directors in the business services area, including the COO/CFO, Controller, Director of Compliance, and Director of Human Resources and Training. This position works with highly confidential information and the assistant must be a self-starter, dependable and disciplined employee who can multi-task and be a team player.

Essential Job Functions

- Provide administrative support to various Director level personnel
- Collect and organize a variety of business-related information to manage information flow and business requirements.
- Retrieve data and prepare ongoing reports for operational review
- Effective oral and written communicator with ability to make public presentations as needed
- Coordinate and complete special projects for Operations, Compliance, Accounting and Human Resources departments
- Sensitivity to confidential matters
- Requires some accounting knowledge for tracking budgets and expenses
- Assist with development and submission of new business proposals
- Perform protocol arrangements for distinguished visitors
- Coordinate and manage travel arrangements and prepare detailed itineraries
- Assist in coordinating quarterly executive meetings
- Responsible for general and minor maintenance issues and repairs
- Responsible for taking vehicles for regular washing and maintenance
- Provide back-up relief for phones and reception area
- Assist with purchase and coordination of office supplies
- Management and organization of storage areas
- Assist with operations requests, including deliveries and errands, as needed
- Responsible for creating and documenting weekly all-staff meeting presentations
- General office equipment maintenance and coordination (postage meters, copiers, etc)
- Other duties as assigned

Education/Training

- High School Diploma or equivalent required
- Some college preferred
- Intermediate to advanced Microsoft Office and Project Suite (including Word, Excel, PowerPoint) skills
- Intermediate to advanced Adobe Acrobat skills

Experience

- Prior administrative experience required
- Experience supporting executive level positions preferred

Special Requirements

- Ability to work flexible hours, including evenings and weekends occasionally
- Confidentiality

Essential Physical Requirements

Sufficient mobility and strength to move about the facility. Must have a valid driver's license.

C = constant (> 50%) **F** = frequent (25%-50%) **O** = occasional (1%-25%) **N** = never (0%)

<input type="checkbox"/> Light lifting (<20 lbs.)	<input type="checkbox"/> Sitting (for sustained periods of time)	<input type="checkbox"/> Driving
<input type="checkbox"/> Moderate lifting (20-50 lbs.)	<input type="checkbox"/> Walking (moving about on foot to accomplish tasks)	<input type="checkbox"/> Hearing
<input type="checkbox"/> Heavy lifting (>50 lbs.)	<input type="checkbox"/> Repetitive motion (sustained movements/motions of the wrists, hand and/or fingers)	<input type="checkbox"/> Mental requirements, specify:
<input type="checkbox"/> Standing	<input type="checkbox"/> Bending	<input type="checkbox"/> Exposed to hazards, specify:
<input type="checkbox"/> Reaching (extending hand(s) and arm(s) in any direction)	<input type="checkbox"/> Pushing/pulling	<input type="checkbox"/> N/A Others, specify:

I am able to perform all functions of the job as explained on the job description. At this time I do not require any special accommodations to perform the essential functions of this job.

I am unable to perform the functions of this job and will need to request a reasonable accommodation with Human Resources.

Effective Date ____/____/____

Print Name _____

Approval Signatures

Employee	Date
Supervisor	Date
Department Manager	Date
COO/CFO	Date

Human Resources	Date
------------------------	-------------

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.