



## **Job Description**

**Title:** Administrative Assistant

**Pay Range:** TBD

**Human Resource Contact:** Dearest Chandler

**FLSA Status:** Exempt

**Report to:** Human Resource Director

**Travel Required:** <10% travel

**Position Type:** Full Time, Employee

**Job Level:** Entry

**Relocation assistance:** None

**Homebase Eligible:** No

**Shift:** Day/First Shift

**Business Unit:** Administration

**Job Summary:** Reporting directly to Human Resource Director. Receives callers at establishment, determines nature of business, and directs callers to destination: Obtains caller's name and arranges for appointment with person called upon. Directs caller to destination and records name, time of call, nature of business, and person called upon. May operate PBX telephone console to receive incoming messages.

### **Duties and Responsibilities**

- Opens, date stamps, sorts, and distributes mail.
- Answers telephone and provides information/assistance or routes caller to appropriate staff member.
- Takes phone or visitor messages and delivers to appropriate individual.
- Greets visitors to the office and directs them to appropriate individual.
- Composes and types routine correspondence and memoranda using word processing software.
- Compiles and types statistical reports including tables and text using spreadsheet software.
- Responsible for monitoring office supplies.
- Operates and maintains office copier, printers and related machines.
- Makes copies, collates, and staples materials as requested.
- Establishes and maintains permanent files; files and retrieves files as requested.
- Performs other related duties as required.

### **Knowledge, Skills, and Abilities**

- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.

- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Skill to use a personal computer and various software packages.
- Skill to type 75 words per minute.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.

### **Credentials and Experience**

- Associates degree with courses in secretarial/office administration.
- Two years related experience or
- Equivalent combination of education and experience.

**Special Requirements:** Willing to work overtime, holidays, and weekends as requested by Human Resource Manager

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