

Administrative Assistant	
Approved Date:	Full Time
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under general direction of the Point Hope Services Manager, provides general office support with a variety of clerical activities and related tasks.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Answers and assists incoming telephone calls, determines purpose of callers, forwards call to appropriate personnel or department and takes messages when necessary.

Answers questions about the organization and provides callers and/or visitors with needed information.

Maintains voicemail system by checking messages, distributing to appropriate personnel, and updating office greetings when needed.

Welcomes all on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

Receives, sorts, and routes mail to appropriate personnel or departments

Orders all office, break room and mailing supplies. Ensures items are replenished when needed.

Assist in updating our corporate directory and calendars.

Assists with travel arrangements for staff employees.

Assists with cost coding of corporate expenses

Assists internal departments with document filing and archival.

Assists internal departments with data entry

Maintains the general office equipment phone system, fax machines, postage machine, credit card and copiers. Being knowledgeable on the use of all equipment and assist others when needed.

Receive and distribute faxes, memos, emails and other corporate correspondence.

Assisting with logistics or planning of internal meetings, board meetings and corporate events.
 Light Cleaning of our front office area, board room and break room.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of multi-line phone systems.
- Knowledge of computer applications.

- Skilled in verbal and written communication.
- Basic Microsoft Office knowledge (Outlook, Word, Power Point & Excel)
- Skilled in organizing work and completing assigned tasks.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or equivalent; AND a minimum of 2 years clerical office experience.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.