

**ADMINISTRATIVE ASSISTANT**

The duties and responsibilities of the Administrative Assistant include providing administrative support to ensure efficient operation of the office; supporting managers, employees and volunteers through a variety of tasks related to the organization; being responsible for confidential and time-sensitive materials; maintaining the ability to effectively communicate via phone and email; and ensuring all duties are completed accurately and delivered with high quality and in a timely manner. This position reports to Director of Business and Operations.

**Responsibilities:**

- Greet and assist visitors to the office.
- Answer and direct phone calls and emails to the appropriate staff/volunteers.
- Provide information by answering questions and requests.
- Receive, sort and distribute the mail.
- Check and acknowledge/distribute email(s) received in the main mailbox.
- Organize and schedule conference calls, webinars, meetings and appointments for staff/volunteers.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques (in consultation with the Director of Business and Operations).
- Maintain the supplies inventory by checking stock to determine the inventory level, anticipating needs, placing and expediting orders, and verifying receipt of supplies.
- Maintain updates to membership records.
- Produce and distribute correspondence memos, letters and forms.
- Assist with generating and preparing regularly scheduled reports.
- Develop and maintain an electronic filing system.
- Handle multiple projects.
- Prepare and monitor invoices as they pertain to the administrative area.
- Contribute to a team effort by accomplishing related results as needed.
- Support all departments by carrying out administrative duties, such as filing, copying, binding, scanning, distributing mail, etc.
- Handle sensitive information in a confidential manner.
- Take accurate minutes of meetings (when requested).
- Coordinate office procedures.
- Develop and update administrative systems to make them more efficient.
- Resolve administrative problems.

**Skills:**

- Proficiency in Microsoft Office with expertise in Word, PowerPoint and Excel.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional communication skills.
- Superior organizational skills and dedication to completing projects in a timely manner.