**Position Description**

**Position Title:** Administrative Assistant **Reports to:** Executive Director

# Revised and Approved: 1/1/18; 12/1/20, 7/8/25 Staff Supervised: None

**Working Hours:** Full Time- None Exempt**.** M-F 8:00a.m.- 4:00p.m. **Location:** On-site

**Job Summary**

The Administrative Assistant provides administrative support to ensure efficient operation of the office. This position supports managers and employees through a variety of tasks related to organization and communication, ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner.

**Qualifications and Education**

* High school diploma or equivalent required; associate degree or administrative certification preferred.
* Minimum of 2 years of administrative or clerical experience, preferably in an office environment.
* Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
* Satisfactory results of a chemical dependency test
* Satisfactory results of Criminal Background Check including BCI/FBI
* Proof of a current and valid driver's license for state of residence; must be maintained throughout employment

**Other Requirements**

* Excellent verbal and written communication skills.
* Strong organizational and time management skills.
* Attention to detail and problem-solving skills.
* Ability to multitask and prioritize effectively.
* Professional demeanor and strong interpersonal skills.
* Ability to work independently and as part of a team.
* Work under limited supervision while following policies and procedures
* Problem solve by making quick and accurate decisions.
* Keeping information and work from/for the Executive Director confidential.

**Typical Duties**

The following list describes typical duties of this position but is not intended to be an all-inclusive list. Employees will be asked to perform duties outside of this list based upon the needs of the company and the individuals served. The majority of the duties are in a sitting position. Lifting no more than 25 pounds.

* Perform general office duties, including answering phones, routing calls, responding to emails, and greeting visitors.
* Serves as the liaison between the Executive Director and other agencies.
* Schedule meetings and appointments; manage calendars for executives or departments.
* Prepare correspondence, reports, forms, and other documents.
* In accordance with State and local laws, policies and procedures is responsible for the storage, retention and dissemination of all COG records.
* Coordinates meetings and takes meeting minutes.
* Order and maintain office supplies and equipment
* Maintains record of organization’s inventory/supplies and communicates with county board personnel regarding inventory
* Performs finance related duties such as scanning accounts payable records, purchasing, obtaining records during audits, vendor management, etc., as assigned.
* Data entry, scanning information into electronic file, and
* Printing and/or copying information for records
* Handle incoming and outgoing mail and deliveries including driving to the post office.
* maintenance of filing system, filing items in an effective system for retrieval.
* Coordinate travel arrangements and process expense reports.
* Assist with preparation and logistics for meetings and events.
* Track and maintain policy review schedule.
* Participates in trainings, orientations, and other meetings.
* Performs other related duties as required or assigned.