



*"Gateway to Allegheny County"*

225 Spring Run Road  
Crescent, PA 15046

P: 724-457-8100  
F: 724-457-2045

[www.crescenttownship.com](http://www.crescenttownship.com)

## ADMINISTRATIVE ASSISTANT I

Employee is responsible for handling day-to-day Township business, carrying out the directives of the Manager, have excellent communication, organization, and time management skills.

### **Duties**

- **Scheduling and Coordination:**

Managing calendars, scheduling meetings and appointments, and coordinating travel arrangements.

- **Communication:**

Answering and directing phone calls, handling incoming and outgoing mail, and managing electronic communication (emails).

- **Record Keeping:**

Maintaining organized filing systems, both physical and digital.

- **Document Preparation:**

Preparing QuickBooks reports for VFD and Commissioners meeting and other documents.

- **Office Support:**

Ordering supplies, managing office equipment, and assisting with event planning.

- **General Administrative Tasks:**

Performing basic AP/AR bookkeeping, payroll and handling other administrative tasks as needed.

- **Customer Service:**

Providing a welcoming and helpful atmosphere to visitors and clients.

- **Maintaining a Professional Image:**

Ensuring a tidy and organized workspace.



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- **Confidentiality:**

Handling sensitive information with discretion and professionalism.

**Required Knowledge, Skills, and Abilities**

- Must be proficient in Microsoft Office 365.
- Must be proficient in QuickBooks, Payroll and Microsoft Office 365
- Must possess good keyboarding skills and analytical skills, be able to interact with public and work independently.
- Strong communication skills are essential for effectively representing the executive and managing relationships with clients and colleagues.
- Excellent organizational skills are vital for managing schedules, projects, and information efficiently.
- Finally, effective time management allows the assistant to prioritize tasks, meet deadlines, and ensure smooth operations.

**Minimum Education and Experience**

- High School Diploma
- Must have at least 2 yrs experience. Prior municipal experience is a plus.