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## ***JOB DESCRIPTION – CORPORATE ADMINISTRATIVE ASSISTANT***

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**DEPARTMENT:** Clerical

**JOB TITLE:** Corporate Administrative Assistant

**REPORTS TO:** Chief Executive Officer

**PURPOSE:** The purpose of this job is to provide assistance to the Chief Executive Officer in administrative areas ensuring communication and dependable office operations throughout the company.

### **JOB DUTIES:**

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#### Administrative Assistant Duties:

- Types letters, memorandums, reports, and correspondence as requested by the C.E.O. in a timely and efficient manner.
- Organizes and attends meetings, preparing agendas, and records minutes as directed by the C.E.O.
- Manages CEO's itinerary, facilitating communication between staff and the C.E.O., and reschedules appointments as necessary.
- Manages administrative files and maintains information contained within files in an organized manner.
- Receives/screens CEO's telephone calls, scheduling appointments and taking messages.

#### Secretarial/Clerical Duties:

- As requested, drafts correspondence.
- Assists other staff members with special projects, as requested.

## **JOB REQUIREMENTS:**

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1. Good knowledge of general office practice and business English.
2. Knowledge and ability to communicate effectively with the C.E.O., office staff, and outside contacts/visitors.
3. Ability to learn the company's quality objectives and apply those objectives in the performance of the job duties.
4. Ability to courteously receive/screen telephone calls and accurately record messages.
5. Sufficient typing skills, knowledge of computers and software packages.
6. Ability to perform basic mathematical calculations, proofread documents/reports, and maintains documents.
7. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
8. Ability to operate all office equipment required to achieve job duties such as computers, typewriters, fax machines, labeling machine, postage meter, copiers, and telephones.
9. Ability to manage and maintain confidential information.
10. Ability to remain calm and professional during peak periods of activities.
11. Ability to work daily and overtime as needed.
12. Ability to provide assistance in other work related areas as required.

## **BASIC PHYSICAL REQUIREMENTS:**

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Approximate: 8-Hour Day (may be longer during peak season)

<b>Key:</b>	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Frequent
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
<b>Working on Heights:</b>				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 50 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 100 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				Occasional
Read/Monitor Gauges on Various Equipment/Machinery				N/A
<b>Hand Movements:</b>				
Recording Data				Continuous
Operating Office Equipment				Continuous
Operating Computer				Continuous
Simple Grasping (right and left)				N/A
Firm Grasping (right and left)				N/A
Fine Manipulating (right and left)				N/A
Foot Movements to Operate Foot Controls				N/A
<b>Vision:</b> Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
<b>Color Definition Required:</b>				NO
<b>Hearing:</b> Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
<b>Mobility:</b> Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Frequent
Plant				N/A
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				N/A

## **BASIC MENTAL REQUIREMENTS**

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This job requires the mental abilities to effectively assist the C.E.O. with administrative operations. Furthermore, logical thinking, common sense, excellent oral and communication skills are also required to accomplish job duties.

## **WORKING CONDITIONS AND EXPOSURES:**

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General office working conditions exist. Occasional travel with exposure to inclement weather while on the company business.

## **TRAINING:**

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Safety:

Right to Know

Other:

On-the-job Training  
Employee Handbook  
Agency Policy Manual

## **JOB QUALIFICATIONS:**

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Education: High School Diploma, Business school or two-(2) year's college, preferred.

Experience: General office experience required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

## ***JOB DESCRIPTION ACKNOWLEDGEMENT***

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Job Title: Corporate Administrative Assistant

- YES \_\_\_\_ NO \_\_\_\_ I have been provided a copy of the job description to read or the job functions have been explained to me.
- YES \_\_\_\_ NO \_\_\_\_ I understand the requirements of this job.
- YES \_\_\_\_ NO \_\_\_\_ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature