

## JOB DESCRIPTION

<b>TITLE OF POSITION:</b>	Part Time Administrative Assistant, Finance & Administration
<b>MANAGER/SUPERVISOR:</b>	Office Manager
<b>FLSA CLASSIFICATION:</b>	Hourly

### JOB SUMMARY:

The Administrative Assistant for Finance & Administration is responsible for providing administrative support to the CEO, CFO, Office Manager.

### ESSENTIAL FUNCTIONS/DUTIES:

- Provide assistance to functions above and:
  - Meeting and Event Planning
  - Office and Break-room supply management
  - Accounting File Management
  - Quarterly Company Newsletter coordination/preparation
  - Fax, copy, scan, file, type, mail, postage, etc.
  - Spreadsheets, Letters, Reports, Announcements and Internet Inquiries
  - Miscellaneous adhoc projects as requested

### REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each key function to required standards while maintaining a professional appearance and attitude. Successful performance includes the ability to apply common sense understanding to carry out instructions furnished in written or oral form. Critical thinking and problem solving skills are extremely important to this position.

- Education Requirements:
  - High School Diploma or GED
- Computer Skills:
  - Microsoft Windows operating environment and proficiency in:
    - MS Outlook
    - MS Word
    - MS Excel
    - MS Publisher
    - MS PowerPoint
- Other Skills:
  - Excellent written and verbal communication skills with strong interpersonal skills and the ability to interface with all levels of organization
  - Ability to demonstrate professionalism and handle sensitive information with integrity and confidentiality.
  - Good math skills
  - Excellent organizations skills with focus on detail and accuracy
  - Multi-tasking and problem solving skills
  - Customer Service Skills
- Work Hours:
  - 9:00 AM to 3:00 PM with a ½ hour lunch
  - Monday-Friday

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and may occasionally be required to lift and/or move up to 25 pounds.