

Job Description

Title	Administrative Assistant
Department(s)	Corporate
Reports to	President of Native2Native
Classification	Non-Exempt
Salary Range	Based on experience

Job Purpose

The primary functions of the Administrative Assistant is to provide office services by implementing administrative systems, procedures, policies, and monitoring administrative projects.

Essential Duties and Responsibilities

- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Field phone calls by answering questions or requests, taking detailed messages, and scheduling follow-up phone appointments.
- Make travel arrangements for senior management members.
- Schedule meetings and include necessary documents.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as assigned.

Qualifications

- Excellent professional writing skills.
- Excellent Microsoft Office skills: PowerPoint, Outlook, Word, and Excel.
- Strong organizational skills.
- Displays high level of professionalism.
- Excellent verbal communication skills.

Education and Experience

- Must have a High school diploma or GED.
- Completed higher level education courses or a college degree preferred.
- Minimum of 5 years in an administrative assistant position.

I understand and accept the responsibilities of the job description.

Print Name

Date

Signature