

JOB DESCRIPTION

Title: IT Admin Assistant	Occupational Code:
Department: Information Technology	Position Number:
Classification:	Pay/Grade: SB12
Reports to: Director, IT	FLSA Designation:

General Summary:

Enthusiastic and professional. Experienced administrative assistance with training in a wide age of office administrative tasks. Able to work under pressure and collaborate with a team. Successful record of fielding phone calls, providing information to our vendors and acting as liaison between departments.

Principal Duties and Responsibilities:

Other Functions:

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.

Job Qualifications:

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work

- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 7 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

Job Specifications:

- **Minimum Requirements –**
- 3-5 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Technical background a plus