

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Level Type (Coordinator), Business Operations

Department: Business Operations	Travel: 5%
Location: Naperville, Il	Reports To: EA
FLSA Status: Non-Exempt.	Version Date: December 2018

Summary:

The Administrative Assistant provides administrative support to Directors Staff. By collecting information, preparing reports, handling information requests, addressing facility & equipment matters. Performing clerical functions such as preparing correspondence, receiving visitors, arranging travel, scheduling meetings/conference calls for the Directors.

Job Duties and Responsibilities:

- Director Support duties and responsibilities
 - Manage calendar/s, emails and travel arrangements.
 - Prepare Expense Reports.
 - Assist in the compilation and printing of presentation materials.
 - Coordinate meetings including refreshment ordering, meeting space, etc.

- Facilities Management
 - Manage day to day office operation.
 - Assist in scheduling & coordinating maintenance to facilities.
 - Order office supplies
 - Manage office equipment such as conference room equipment, printers, and phones.
 - Maintain all fixed asset tagging and replacement cycles.

- Human Resource/IT
 - Assist with new hire, on-boarding process including desk set-ups, equipment ordering, Employee Manual preparation, new business card ordering, system email request, etc.
 - Manage IT HelpDesk requests.
 - With Respect to their supportive Department.

- General
 - Collect, sort and distribute mail
 - Greet visitors.
 - Replenish office and kitchen supplies.
 - File and retrieve documents, records and reports.
 - Type reports, memos, letters and other documents as needed using MS Office software.

Qualifications/Skills:

- 2 years of administrative experience, in a not-for-profit preferred.
- High school diploma required, Associate or Bachelor degree preferred
- Excellent verbal and written communication skills
- Attention to detail and able to adjust to an ever changing environment
- Self-starter
- Team player with strong interpersonal skills
- Proficient in Mac OS and Microsoft Office Suite

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

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