# **Administrative Assistant Sr.** – Position Description

## Position Purpose

Under general direction, perform routine and advanced administrative duties requiring considerable skill and in-depth knowledge of organizational policies and procedures.

## Duties and Responsibilities

* Anticipate and initiate action regarding administrative functions while coordinating and leading projects.
* Compose correspondence as needed, which may contain confidential information.
* Use complex functions of a variety of computer applications and software packages to develop macros and templates.
* Proofread and format documents to ensure accuracy.
* Screen telephone calls and visitors to resolve complex inquiries.
* Coordinate schedules, meetings, appointments, and travel itineraries and related arrangements.
* Compile data and information from multiple sources to prepare reports.
* Assist in budget preparation and monitoring expenditures.
* Process payment requests, requisitions, and invoices.
* Distribute mail and organize filing systems accurately maintaining records.

## Knowledge, Skills and Abilities

Knowledge of computers, clerical procedures, customer service standards, collaboration, and information management.

Organization, time management, interpersonal, communication, and problem-solving skills.

## Position Requirements

Education: High school diploma

Experience: 5 years of experience

FLSA: Non-Exempt