

# ADMINISTRATIVE ASSISTANT

## ABOUT THIS JOB

Administrative Assistants perform a wide variety of duties requiring knowledge of office systems and procedures. Clerical duties are assigned based on office and department needs, and may include a combination of answering telephones, typing or word processing, maintaining schedules, tracking data, operating office equipment, filing and more. Administrative Assistants are often good multi-taskers, pay attention to detail, effective communicators and very organized, and must enjoy working with computers in an office environment.

## ADMINISTRATIVE ASSISTANTS PERFORM THE FOLLOWING TASKS:

- Operate office equipment, such as photocopiers and scanners, fax machines, voicemail systems and personal computers
- Answer telephones, direct calls and take messages
- Maintain and update filing, inventory, mailing and database systems, either manually or using a computer
- Communicate with managers, supervisors, employees and other individuals to answer questions, disseminate or explain information
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail
- Compile, copy, sort and file records of office activities
- Compute, record and proofread data and other information such as records or reports
- Type, format, proofread and edit grammar and punctuation in correspondence and other documents
- Complete work schedules, manage calendars and arrange appointments

## PREPARATION AND TRAINING FOR THIS POSITION

Entry-level Administrative Assistants should have at minimum a high school diploma or GED. Executive Administrative Assistants typically have five-plus years of administrative experience and are proficient in computer software including Microsoft Word, Excel and other programs.

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## EDUCATION:

- \* **HIGH SCHOOL DIPLOMA OR GED**
- \* **PROFICIENT IN MICROSOFT OFFICE PROGRAMS**

