

## **Administrative Assistant**

### **Major Duties and Responsibilities**

- ◆ Provides confidential administrative support to members of management and staff
- ◆ Composes letters and memoranda from dictation, verbal direction, written documents and files;
- ◆ edits written communications from word processing documents
- ◆ Coordinates meetings and makes travel and lodging arrangements
- ◆ Prepares, or assists in the preparation of, assigned reports
- ◆ Collects and prepares information for use in discussions and meetings
- ◆ Maintains daily appointment calendars
- ◆ Performs other duties as assigned

### **Expectations**

- ◆ To provide timely, accurate, professional and confidential administrative support
- ◆ To meet required time deadlines for mail/correspondence distribution and calendar updates
- ◆ To maintain a professional work environment and businesslike appearance
- ◆ To take the initiative of finding information for project work assigned through available resources
- ◆ Actively work as part of the Administrative Team

### **Experience & Education**

- ◆ Two to five years of similar or related experience
- ◆ Two year college degree or completion of a specialized course of study at a business or trade school

### **Other Skills**

- ◆ Excellent organizational and editing skills
- ◆ Typing at or above the 75<sup>th</sup> percentile in speed and 90<sup>th</sup> percentile in accuracy
- ◆ Knowledge of, and experience using, Microsoft Office 2007 with Intermediate to Expert level proficiency in PowerPoint

Fieldman, Rolapp & Associates is an Equal Opportunity employer. This Job Description is not a complete statement of all duties and responsibilities comprising this position.

You may direct your resume to [HR@Fieldman.com](mailto:HR@Fieldman.com).