

## **Administrative Assistant**

### **Duties may include:**

- (a) Use computers for various applications, such as database management or word processing.
- (b) Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- (c) Create, maintains, and enters information into databases.
- (d) Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- (e) Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- (f) Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- (g) Maintain scheduling and event calendars.
- (h) Complete forms in accordance with company procedures.
- (i) Schedule and confirm appointments for clients, customers, or supervisors.
- (j) Make copies of correspondence or other printed material.

### **Minimum Qualifications:**

A minimum of 2 years work experience in the performance of the type of work