



## Job Description

**Job Title:** Administrative Assistant

**Summary:** Provide administrative assistance to all office staff, including answering phones and greeting visitors. Specific tasks outlined below.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Answers general phone line as needed. \*
2. Greets guests and helps direct them as needed. \*
3. Organizes and files paperwork. \*
4. Makes copies/scans documents. \*
5. Orders office supplies as needed. \*
6. Coordinates service calls for the Toshiba copier. \*
7. Contacts outside support as needed for utilities/IT needs (i.e. Time Warner Cable if phone or internet is down, our IT support company for internal IT issues, NYSEG for any power issues, etc.). \*
8. Transfers documents to long term storage, rotates files as necessary. \*
9. Coordination of large-scale electronic document transfer process. \*
10. Drops deposit at bank and picks up/drops off all mail items (USPS, FedEx, UPS)\*
11. Arranges scheduling of annual physicals and random drug testing events. \*
12. Assists in distributing and collecting various forms for employees (non-confidential).
13. Distributes various employee communications as directed.
14. Picks up permits from various towns/cities as needed.
15. Corresponds with Verizon account representative for changes/upgrades to employee cell phones.

16. Works with and collaborates with all other office staff as necessary to fulfill duties. \*

17. All other duties as assigned by the President.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High School diploma or GED equivalent; two years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Proper spelling/grammar skills required.

**Math Ability:**

Ability to work with mathematical concepts such as addition, subtraction, multiplication and division. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outdoor weather conditions.

The noise level in the work environment is usually low to moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must be able to lift and/or move up to 25 pounds. Must be able to sit or stand for 6 - 8 hours per day.