

## ADMINISTRATIVE ASSISTANT

### Introduction:

Provide administrative support to the organization. Duties include but are not limited to general clerical, receptionist, and project-based work. Demonstrate a professional company image during in-person and phone interactions.

### Duties:

- Greet the general public and provide information for public and educational tours.
- Answer telephones and transfer to appropriate staff member.
- Create, modify, and edit documents using Microsoft Office software package.
- Perform general clerical duties including but not limited to: photocopying, faxing, mailing, and filing.
- Maintain and organize a hard copy and electronic filing system.
- Research; obtain quotes, and purchase office materials and supplies.
- Coordinate and oversee office services including but not limited to: cleaning, alarm, sewage and water services.
- Coordinate and maintain records for staff office space, phones, company credit cards, office keys, and other miscellaneous items.
- Setup and coordinate meetings and conferences, attend meetings and record minutes as necessary.
- Maintain and distribute weekly staff schedules.
- Coordinate and implement payroll procedures.
- Develop a system of inventorying company equipment.
- Support staff in assigned project based work.
- Other various duties pertaining to SAWA's operating and project needs.

### Basic Requirements:

1. Basic reading, writing, grammar, and arithmetic skills required.
2. Superior knowledge of all Microsoft Office software applications such as Word, Excel, Powerpoint and Access, and telephone protocol. Duties require professional verbal and written communication skills and the ability to type 55 wpm. This is normally acquired through one to three years of clerical experience.
3. Ability to sit for extended periods of time, see and hear within normal parameters, and lift moderately heavy items.
4. The pay rate within the range given below will be commensurate with the experience and demonstrated skill level of the successful applicant.

### Education:

Required: High School diploma or equivalent

Preferred: 2 years college and/or equivalent work experience

### Supervision:

The Administrative Assistant is under the direct supervision of the Executive Director or his/her designee. The SAWA chair will resolve conflicts in assignments.

Hourly Rate	\$ 15	\$ 15.30	\$ 15.61	\$ 15.92	\$ 16.24	\$ 16.56	\$ 16.89	\$ 17.23
Full Time	30,750	31,365	31,992	32,632	33,285	33,950	34,629	35,322
Benefits	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Total + Employer Costs	\$ 44,100	\$ 44,838	\$ 45,591	\$ 46,359	\$ 47,142	\$ 47,941	\$ 48,755	\$ 49,587

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.