**BASIC FUNCTION:**

Responsible for supporting the office staff to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities. Duties include organizing meetings, schedule appointments and maintaining calendars, composing documents and communications, interact with clients and vendors, work closely with President and Project Managers, and assist with varied task and projects as assigned. This is a paid, part-time internship and could work into a full-time permanent position. Education and/or Experience Qualified candidates must currently be a recent grad or pursuing a degree in Business, Communications, Administrative Assistant, or a related field.

**DUTIES AND RESPONSIBILITIES:**

1. Schedule appointments and maintain calendars for President of company
2. Prepare communications, such as emails and reports.
3. Update and edit documents for new and existing client retention
4. Maintain electronic filing systems
5. Take meeting minutes for internal meetings an client meetings as needed.
6. Assist with event set ups and event staffing on an as needed basis.
7. Coordinate and manage temp staff for office related tasks and event needs including all communications.
8. Provide administrative support to Event Coordinators and Project Managers.
9. Answer and direct telephone calls and greet all guests in a courteous, positive, and friendly manner.
10. Open, sort and route incoming mail and prepare outgoing mail
11. Run various errands, pick-ups, deliveries, etc.
12. Greet and welcome each visitor in a friendly, warm, and professional manner

**SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Hands on experience with spreadsheets and financial reports.
2. Excellent writing, proofreading, communication, and interpersonal skills, including the ability to work within a high-profile organization, are essential to position.
3. Strong interpersonal and communication skills, and the ability to work effectively with a wide range of internal and external customers.
4. Ability to work in a fast-paced environment
5. Good communicator, with professional attitude and time management skills
6. Follow detailed procedures and ensure accuracy in documentation and data.
7. Ability to clearly present information through verbal and written communications; talk with customers and suppliers; listen well.
8. Anticipate and proactively solve problems.
9. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
10. Knowledge of computers and experience in Microsoft Office: Word, Excel, Publisher, Power Point, Teams, Outlook, etc.

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. To accomplish the essential functions of this position, one must be physically able to operate a computer, calculator, telephone switchboard, and general office equipment.
2. The mental requirements of the position demand that an incumbent be able to work with confidential data, meet deadline pressure, and work quickly, and accurately.
3. The physical activity of the position includes talking, reaching, fingering, repetitive motions, and hearing.
4. The physical requirement of the position can be classified as sedentary work.
5. The length of day required for the position is classified as regular.
6. The position is not substantially exposed to adverse environmental conditions.
7. The visual acuity requirements of the position are typical of those who work deals largely in a clerical or administrative capacity.

**DIMENSIONS:**

Number of employees supervised: 0

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