

ADMINISTRATIVE ASSISTANT

JOB SUMMARY

The Administrative Assistant performs a variety of intermediate level administrative support functions to ensure the organized flow of daily business for management and staff including preparing correspondence, memoranda, reports and other documents, screening telephone calls, scheduling appointments, meetings and travel arrangements, assisting in financial functions, and maintaining confidential information.

ESSENTIAL FUNCTIONS

1. Independently assists with coordinating activities of the Eastpoint Promise Prevention Coalition to include scheduling of multiple tasks and/or events.
2. Exercises discretion and independent judgment with respect to matters of significance.
3. Makes recommendations for action and carries out major assignments.
4. Acts as the primary point of contact for both internal and external customers on all matters pertaining to the Office and assists in communicating with the public.
5. Researches, prioritizes, and follows-up on multiple issues and concerns, including those of a sensitive and/or confidential nature.
6. Manages a variety of special projects.
7. Serves as the primary point of initial contact for the Eastpoint Promise Prevention Coalition and independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response.
8. Receives, screens, evaluates, and determines appropriate response to written correspondence and formulates written responses as appropriate.
9. Researches and compiles a variety of information for reporting purposes and performs data entry of a variety of databases, spreadsheets, and forms.
10. Ensures that office operations are in compliance with policy provisions and standards.
11. Exercises tact, diplomacy, discretion and judgment in dealing with the public and Coalition Members
12. Safeguards and maintains confidential information
13. Utilizes a wide degree of creativity and latitude, and a variety of industry concepts, practices and procedures
14. Oversees the planning and coordinating of key special events
15. Act as Communication liaison in order to ensure quality communications
16. Apprises volunteers of directives and delegates assignments
17. Perform other duties as assigned

MINIMUM REQUIREMENTS

- High School Diploma or GED
- Seven years experience in a high-level administrative position having provided administrative support to a senior management position.
- Advance level of MS Office skills including Outlook, Word, Excel and PowerPoint
- Advance in the use of word processing, spreadsheet, database, presentation, purchasing, and time and attendance software
- Demonstrated multi-tasking and organizational skills
- Communicate effectively, verbally and in writing
- Valid Class "C" Texas Driver's license consistent with SAFB Driving Policy

PREFERRED QUALIFICATIONS

- Associate's degree or equivalent from an institution accredited by a nationally recognized accrediting agency.
- Five years experience performing administrative and secretarial functions or related work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Subject to sitting for long periods of time to perform Essential Functions
- Working conditions are primarily in an office environment
- Maybe required to work hours other than regular schedule including nights and weekends