

JOB DESCRIPTION

JOB TITLE: Administrative Assistant, Services Segment (2)
JOB NUMBER: OC3018(2)
FLSA STATUS: Non-Exempt
CLASSIFICATION: Administrative Support Workers
REPORTS TO: Senior Vice President, Services
SUPERVISES: Yes

JOB PURPOSE:

Serves as the Administrative Assistant to the Senior Vice President of Services providing needed secretarial support. Duties include but not limited to maintenance of division documents, transcribing and typing meeting minutes, scheduling of appointments for the Senior Vice President and the Services staff when requested, following up on items and matters for Senior Vice President and supervising receptionists at two facilities and a data entry clerk and to others who may be assigned to this department. Also provides clerical support when appropriate to other Services management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Services Senior Vice President and will assist other Services management team members when appropriate and needed. Transcribes and types minutes of meetings; maintains those records.
- Supervises receptionists in Roanoke and Rocky Mount facilities. Supervises Data Entry Clerk and clerical interns or other clerical staff if assigned. Conducts employee performance reviews and is responsible for hiring and terminating when appropriate. Coordinates the manning of the phones with other clerical support staff and/or temporary employment agencies as needed.
- Prepares notices for meetings of various employee, parent and other groups. Coordinates the activities including ordering food, scheduling meeting rooms, etc.
- Reconciles credit card statements with receipts, administers petty cash per procedures and reconciles as needed.
- Oversees the entry of data into participant tracking software program. Must have understanding of the program and on occasion may be required to pull reports and other data from the system.
- Develops media recordings of consumers involved in community and central based employment training opportunities and disseminates to consumers, parents, teachers and others as permitted and requested.
- Maintains filing of numerous segment contracts, agreements, minutes and correspondence.
- Orders supplies for the Services business segments and maintains inventory and storage room. Supplies include marketing materials and drug screen kits for four regional sites.
- Maintains master key lists for offices.
- Schedules the use of company cars assigned to Services.
- Adheres to agency's safety policies and procedures.
- Performs other duties as may be requested or needed.

Effective date: 1/26/12

Replaces: 11/2003
2/2005
1/1/2010

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ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all tasks as appropriately assigned or requested by management.

QUALIFICATIONS:

- **Experience, Competencies and Education**
 - High school graduate or equivalent with additional education or training preferred.
 - Exceptional administrative, secretarial, typing and organizational skills.
 - Five or more years' experience in the administrative/secretarial field. Supervisory experience required.
 - Proficient with computers and Microsoft Windows Office products.
 - Excellent verbal, written and listening skills.
 - Ability to work effectively with employees, consumers, and volunteers.
- **Language skills**
- **Mathematical skills**

Basic mathematical skills are required.
- **Reasoning ability**

Ability to apply principles of logical thinking to a wide range of practical problems. Ability to deal with nonverbal symbolism (Formulas, equations, graphs, etc.,). Ability to deal with a variety of abstract and concrete variables.
- **Other**

Must be bondable, insurable, and hold a valid driver's license.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State of Virginia driver's license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____
- Notary

ACCOUNTABILITIES AND MEASURES

- Accomplishment of assigned tasks

AMERICANS WITH DISABILITIES SPECIFICATIONS:

- **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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment**

Work environment characteristics 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 occasionally exposed to weather conditions. Travel is required. The noise level in the work environment is usually low to moderate.

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RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Supervisor's Signature

Date

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Goodwill Industries of the Valleys
Helping people and families in our community achieve a better life through work and independence.