

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: **ADMINISTRATIVE ASSISTANT**

PURPOSE: Provide administrative support to management in all capacities to the office assigned and work with the executive secretary in completing human resource responsibilities.

QUALIFICATIONS:

Education: Minimum of an Associate Degree in office administration, secretarial science, computers, or related field

Experience: Minimum of 2 years office management experience highly preferred

Skills, Abilities, and Knowledge:

- a. Typing and computer skills
- b. Ability to perform multiple tasks simultaneously
- c. Effective and efficient use of multi-line telephone
- d. Excellent accuracy and organizational skills
- e. Ability to communicate and work with public and other internal staff
- f. Ability to exercise discretion and maintain confidentiality
- g. Machine operation could include calculator, computer, photocopier, telephone, typewriter, fax, and laminator

REPORTS TO: Vice President of Education and Workforce Development

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Potential eye strain.

Special Requirements: Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Input/retrieve data utilizing computer network system or other software (i.e. Word/Excel/Access/PowerPoint)
02. Prepare and distribute reports, letters, memos, correspondence, resumes, meeting minutes etc. accurately using a computer.
04. Maintain professional communication and confidentiality.
05. Create, update and maintain paper and electronic files.
06. Telephone work: Including answering incoming calls, taking accurate messages, contacting individuals for information or to schedule appointments.
07. Support Human Resource duties: run background checks, conduct reference checks, schedule and follow-up on employee physicals and drug tests, create employment letters, and track employment paperwork.
08. Become a Pearson Vue administrator and oversee testing.
09. Attend meeting and trainings when required.
10. Maintain general understanding of the organization's programs and services to direct questions to the most appropriate staff member.
11. Greet visitors/clients courteously
12. Develop and distribute flyers, brochures, or business cards.

13. Complete forms, timecards, and other paperwork as required.
14. Open/distribute incoming mail and post outgoing mail
15. Track, record and maintain a database for inventory.
16. Records all cash or incoming funds
17. Assist in special projects or assignments as directed

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: D**HOURLY WAGE:** \$17.89**HOURS PER WEEK:** 40**EMPLOYMENT CLASSIFICATION:** Non-Exempt