Northern California Conference

**Job Description**

**DATE:** January 1, 2018

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** Principal

**Title:** Administrative Assistant 1

**Wage/Salary:** $

**ERI Category:**

**Job Code: C** **Step:**

**SUMMARY:** Performs entry level office functions and uses word processing, spreadsheet and presentation software. Duties may include fielding telephone calls, filing and data entry. May assist with overflow work from higher-level administrative assistants and executive assistants.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Answer and direct phone calls.
2. Provide general support to visitors .
3. Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
4. Maintain electronic and hard copy filing system.
5. Retrieves information from files when needed.
6. Open, sort and distribute incoming correspondence.
7. Perform data entry.
8. Assist in the preparation of regularly scheduled reports.
9. Assist in resolving any administrative problems.
10. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
11. Provide support in scheduling and coordinating meetings, appointments and travel arrangements for managers.
12. Maintain office supplies for department.
13. Maintain contact lists.
14. Miscellaneous related duties as assigned by supervisor.