



Job Title: Administrative Assistant Supervisor's Title: Administrative Coordinator Department: Administrative	FLSA Status: Non-exempt Revised: 04/05/19
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General Summary: Under the direction of the Administrative Coordinator, the Administrative Assistant will assist the administrative team in their daily tasks.

Major Areas of Responsibility:

1. Dropping off and picking up the mail each day.
2. Opening and distributing the mail; check verification log for accounting.
3. Collecting and dropping off the bank deposits.
4. Filing, scanning and organizing documents for the executive leadership and management staff.
5. Assisting executive leadership and management staff with daily duties as needed.

Required Knowledge, Skills, Abilities:

1. Knowledge of Google Chrome, Microsoft Windows and Microsoft Office, especially Word and Excel minimum requirement.
2. Ability to multi-task.
3. Skilled at proofreading, organizing, and filing.
4. Able to work in a fast-paced, rapidly growing organization.

Education and Experience:

Some college experience is required.