



## Job Description

**Position Title:** Administrative Assistant /Receptionist  
**Reports To:** Business Operations Manager

**Date:** 7/2016

### Position Summary

Responsible for all aspects of receptionist desk, contract administrative support, director administrative support, ordering of office supplies and office responsibilities.

**Essential Job Functions** include the following.

#### **Receptionist:**

- Answering and directing phone calls.
- Handling inquiries and forwarding to the correct staff members or taking messages as necessary.
- Receiving, sorting, logging and distributing all incoming mail.
- Managing outgoing mail and foreign office weekly mailings.
- Prepare UPS labels assisting staff member in stuffing packages to insure timely delivery.
- Welcomes on-site visitors, determines nature of business.
- Monitor visitor access and maintain security awareness by ensuring they sign in.
- Escort visitors to their destination if necessary.

#### **Administrative Assistant:**

- Assist Directors, Marketing and Accounting Department with administrative tasks.
- Assist the Business Operations Manager with administrative tasks.
- Other duties as may be assigned.

#### **Office Duties:**

- Monitor, maintain, and order office supplies as needed.
- Reconcile Expenses on Corporate Credit Cards.
- Ensure office equipment is properly maintained and serviced.
- Office services are performed in a timely manner.
- Responsible for the facilities day-to-day operations (such as distributing building access keys and parking passes, coordinating building maintenance and office services, etc.)
- Manage invoices and process payments for office services and management of record storage.
- Assist with filing and tracking of completed contracts and all supporting documents ensuring process is followed.

#### **Contract Administrative Support: DocuSign Contracts**

- Review and compare contract addendum with budget worksheet for accuracy.

- Prepare check-off verification list for Accounting to process in Microsoft Dynamics for Purchase order number.
- Respond to requests for locating contracts, status updates, following up on outstanding contracts, and preparing copies.
- Maintenance of contract records.
- Research contracting issues as needed.
- Maintain accurate record keeping procedures for Contract files and retention.

#### **Ancillary Job Functions**

- Understand and adhere to the USSEC Core Values Statements.
- Work closely and collaboratively with your teammates and those you supervise to help ensure success across the board
- Ensure that all HR requirements and payroll accounting requirements are met in a timely manner.

#### **Education and Experience**

- High school diploma or equivalent required.
- Job related experience required.
- Knowledge of relevant software applications.
- Proficient in use of email and internet.
- Good numeracy skills.
- Keyboard skills.
- Knowledge of organization policies and procedures.

#### **Key Competencies:**

- Organizational and planning.
- Data management.
- Attention to detail and accuracy.
- Adaptability.
- Team Work.
- Communication Skills.
- Ability to effectively multi-task and prioritize.
- Strong verbal and written communication skills.
- Basic math skills.

#### **Physical Abilities:**

- Light Sedentary office work.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.