



## **Job Posting**

<b><u>Position Title:</u></b>	Administrative Assistant
<b><u>Start date:</u></b>	July 6, 2020
<b><u>Salary Range:</u></b>	\$30,000 - \$40,000
<b><u>Standard Working Hours:</u></b>	8:00 am to 5:00 pm – Monday through Friday
<b><u>Location:</u></b>	Columbia, SC – Non-Negotiable

### **General Job Statement**

Provide administrative support by handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

### **Essential Duties and Responsibilities:**

- Manage and maintain executives' schedules.
- Make travel arrangements for executives.
- Prepare invoices, reports, memos, letters, and other documents, using Microsoft Office and other software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Prepare responses to correspondence containing routine inquiries.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
- Maintain office and training calendars.
- Perform general office duties, such as ordering supplies and maintaining records management.
- File and retrieve corporate documents, records, and reports.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Provide clerical support to other departments.
- Attend meetings to record minutes.
- Compile, transcribe, and distribute minutes of meetings.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow and general operations procedures.
- Performs other duties as assigned.

## **Knowledge, Skills, and Abilities**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Service Orientation — Actively looking for ways to help people.
- Time Management — Managing one's own time and the time of others.
- Coordination — Adjusting actions in relation to others' actions.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

**Supervisory Responsibilities** - none

**Position Type and Expected Hours of Work** – full- time, 40-hours work week

**Travel** – None

**Required Education and Experience** – High school diploma or equivalent

**Preferred Education and Experience** – Four-year degree

**Work Environment** - This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets

**Physical Demands** - Prolonged periods of sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

### **Affirmative Action (AAP/EEO Statement)**

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.