**Jerri Robinson Ministries**

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| **SUBJECT:** | **Administrative Assistant Job Description** |

**TITLE:** Administrative Assistant

**GRADE:** 5

**REPORTS TO:** Team Leader

**POSITION SUMMARY:**

To provide support services for the Team Leader and other administrative staff as requested, including typing and file management. To assist in the completion of reports and written correspondence, including dictation and information collection, if required. To assist in the execution of both special and on-going projects.

**DUTIES AND RESPONSIBILITIES:**

* Completes dictation, word processing, typing, faxing and emails
* Copies/scans documents and other materials
* Maintains files including training records and course records
* Schedule appointments, meetings, regularly occurring tasks and takes messages
* Responsible for scheduling regular and special training classes and preparing presentation
* Prepares and monitors correspondence as requested and indicated by the needs of the program
* Maintain schedules of all training events internally
* Assists in the preparation of reports and training logs of staff
* Schedule events as they pertain to the department
* Collects information for Team Leader
* Provides support for special or ongoing projects as directed by Team Leader (i.e Conferences, Webinars)

**QUALIFICATIONS:**

* High School Diploma or equivalent required; AA Degree preferred.
* Minimum two years administrative experience and demonstrated ability in admin skills.
* Type 55+ words per minute and must have MS Word and Excel.
* Strong organizational, interpersonal and communication skills.
* Ability to handle a large volume of work with shifting priorities.
* Must have a desk top computer or laptop
* Must have a working landline or cell phone