

## **JOB DESCRIPTION: Administrative Assistant**



### **I. JOB SUMMARY**

The Administrative Assistant performs a variety of administrative and office activities. The Administrative Assistant will assist all team members and help the office run smoothly. The Administrative Assistant will play a vital role in tracking and completing submittals and assisting the team with tracking projects.

### **I. DUTIES AND RESPONSIBILITIES**

- Assist walk in clients and answer phones; Take detailed messages and transmit to staff
- Provide reproduction and related tasks (i.e., copying, binding, scanning and collating)
- Coordinate and organize meetings and manage calendars
- Provide general office support including filing, management of office supplies and equipment, distribution of mail, etc.
- Prepare and send documents to Clients for signatures and approvals
- Assist with project status updates; Work with team to maintain and update project trackers
- Communication with agencies, government offices, and client representatives to advance projects
- Assist with preparing application paperwork; Submit application packages to various agencies, boards and committees having jurisdiction over project work; Request meetings with agencies
- Make deliveries/in-person submittals as needed
- Download and organize client project files

### **II. REQUIRED EDUCATION AND EXPERIENCE:**

- Associates Degree (preferred), High School Diploma (required)
- One to two years of administrative experience
- Ability to multi-task and work effectively within a team
- Professionalism and effective communication skills a must
- Must be able to work in a fast-paced environment
- Proficient with Microsoft Office

### **III. WORK ENVIRONMENT**

- This position is a professional office environment located in Bartow, FL.
- Standard Work Schedule
  - Monday to Thursday – 7:30 am to 5:30 pm (one hour allowed for lunch)
  - Friday – 7:30 am to 11:30 am

### **IV. BENEFITS**

- Eligible for Company Matched Retirement, after 6 months of employment
- Eligible for Paid time off after 90-day probation
- Ability to earn Mid-Year and End-of-Year bonuses
- Eligible for Health Insurance after 90-day probation