

**JOB DESCRIPTION**  
**JOB TITLE: Administrative Assistant**

**DEPARTMENT:** Resource Management

**I. POSITION PURPOSE**

Provides administrative support to assigned TFI offices. Reserves meetings/visit rooms, gives information to callers, and otherwise assists staff with clerical work and minor administrative and business details. Provides administrative expertise as required/needed. Performs the following duties directly.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Provide job related support to all departments in the company.

Assists staff in accomplishment of their assigned duties.

Organize and coordinate office operations.

Performs data entry into IMPACT and other electronic programs and systems.

Compiles and types statistical reports.

Files correspondence and maintains currency and accuracy of files.

Answers the telephone and gives information to callers or routes call to appropriate person and places outgoing calls.

Travel to TFI offices as required.

Manage fleet vehicles for routine maintenance and accidents per policy and procedures.

Proficiency in technology, and Microsoft Applications.

Greet and communicate with vendors and visitors, ascertains nature of business, and directs to appropriate person.

Opens, sorts, and distributes mail. Prepares and posts mail, including the recording of postal charges.

Assists in research, assimilation, and processing of special projects.

Makes copies of correspondence and other printed material.

Coordinates Agency office supply/equipment requirements. Prepares and submits purchase order requests to fulfill requirements.

Report facility/vehicle issues utilizing the Work Order system. Take direction to complete resolution of the problem reported. Perform weekly and monthly Safety and Security Check.

Ensures the administrative functions of offices are accomplished in accordance with Corporate and Program Policies/Procedures.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

**SUPERVISION:**

No direct supervisory responsibilities.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Graduation from high school or equivalent required.

One year full-time administrative support, general office, clerical, secretarial experience.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Directly responsible for providing administrative support to Agency staff members.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature