Valley Area Agency on Aging

Administrative Assistant

Job Description

Reports To: Executive Assistant
Salary Grade: TBD
Department: Administrative
Prepared By: Director of Human Resources
Approved By: TBD

FLSA Status: Hourly
Supervisory Responsibility: No
Location: Flint, MI
Prepared Date: July 27, 2017
Approved Date: TBD

Success Goal

To be an important asset to the efficient and smooth operations of the Valley Area on Aging's (VAAA) administrative department.

Primary Function

The role of the Administrative Assistant is to assist the Executive Assistant while performing a variety of clerical assignments.

Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Types, files, make copies and answers phones as needed/required.
2. Helps with preparation of meetings and creation meeting packets, which includes taking minutes at the Advisory and Legislative Council for the Board of Directors meetings.
3. Processes incoming and outgoing mail.
4. Assists with maintenance of insurance information, workers compensation and general liability; ensures they are up to date, and making any necessary communications.
5. Prepares reports and correspondence at the direction of the Executive Assistant or other program staff as required/delegated.
6. Responsible for ordering and keeping inventory of all supplies.
7. Helps schedule appointments for other staff members, as required/delegated.
8. Monitors supply needs and reports needs to the Executive Assistant.
9. Creates databases and mail merges for events as needed.
10. Prepares press releases, various agency reports/newsletters and sends out email blasts.
11. Promotes and builds good working relationships with staff at VAAA. Embraces mission. Works with team; assists whenever and wherever needed/required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function 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.

Associates Degree from an accredited university or college. Three years of clerical experience with proficient typing skills of at least 55 WPM.

Preferred Qualifications:

- Bachelor Degree from accredited university or college.

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Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

Excellent telephone skills	Critical Thinking skills
Stellar customer service skills	Confidentiality
Self-starter	Excellent Interpersonal skills
Ability to speak and write clearly and concisely	Organizational skills
Ability to work with a diverse group of people	Proficient with Microsoft
Ability to multitask	Flexibility

Language Skills

Ability to read and comprehend complex instructions, correspondence, and memos, including state documents. Ability to appropriately respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the business community. Ability to effectively present information in one-on-one and small group situations to leadership, Board of Directors, community members, visitors, vendors, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collects data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office Suite products, emails, group messaging, data collection, as well as, performing mail merges.

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 frequently required to sit, talk, hear, and/or use repetitive motions. The employee is occasionally required to walk, stand, stoop, climb, balance, pull, push, and reach. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 30 pounds.

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.

The noise level in the work environment is usually moderate to loud.

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VAAA Equal Opportunity Employer Statement

Valley Area Agency on Aging (VAAA) is an equal opportunity employer. VAAA prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

Disclaimer - Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Signatures

Executive Assistant:_____**Date:** _____

Employee Printed Name:_____**Date:** _____

Employee Signature:_____**Date:** _____

(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)