



Administrative Assistant Job Description

Reports To: General Manager
Department: Administration

Classification: Non-Exempt
Pay Range: \$20.47 - \$33.76 Hourly

Position Summary

The Administrative Assistant provides high-level support to the General Manager and other staff to ensure efficient and professional office operations. This role involves managing confidential and time-sensitive materials, preparing communications and reports, coordinating schedules and meetings, and serving as a liaison to internal and external stakeholders.

Essential Duties and Responsibilities

The following duties are representative of the functions performed in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the role.

- Draft and prepare official correspondence, memos, and documents for the General Manager's review and signature.
- Assemble and distribute agenda packets for regular and special Board of Directors meetings.
- Attend monthly Board meetings and record accurate meeting minutes.
- Coordinate scheduling and use of the boardroom and other company-owned facilities for internal and external functions.
- Assist with planning and execution of company events, meetings, and special projects.
- Manage and maintain the General Manager's calendar, appointments, and travel arrangements.
- Answer and direct incoming phone calls in a professional and courteous manner.
- Monitor company vehicle locations using tracking software and provide reports as needed.
- Provide administrative support and coverage for the Customer Service Team Leader during absences.
- Monitor and restock office supplies and place order as needed to ensure adequate inventory.
- File, retrieve, and maintain company documents, reports, and records in an organized system.
- Serve as the Head Information Officer during hurricane season, coordinating communication and preparedness efforts.
- Represent the company professionally at meetings, conferences, and public events.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Technical Skills

- Proficient in Microsoft Office Suite products, presentation tools, and database applications.
- Ability to prepare and format financial documents, invoices, reports, and official correspondence.



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- Experience with basic website content management and updates.
- Familiarity with bidding and procurement processes, particularly for company vehicles and equipment.
- Skilled in developing and maintaining internal forms, policy manuals, and administrative procedures.
- Able to conduct research, compile data, and prepare reports and presentations for leadership and Board review.

Communication and Interpersonal Skills

- Strong verbal and written communication skills.
- Build and maintain professional relationships with associates and interact with employees at all levels.

Professional Traits

- High level of integrity, reliability, and accountability in meeting deadlines and fulfilling commitments.
- Maintain strict confidentiality in handling sensitive company and employee information.

Education and Experience

- Associate's degree in office administration or a related field is preferred.
- In lieu of a degree, a minimum of three (3) years of experience in an administrative support role.

Licenses, Certifications, or Registrations

- Valid Driver's License (must meet insurability requirements of company insurance provider).

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Frequent use of hands and fingers to operate standard office equipment.
- Prolonged periods of sitting and computer work.
- Visual acuity required for close and distant vision and the ability to adjust focus.
- Ability to perceive speech at normal conversational levels.
- Occasionally lift up to 25 pounds.



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Job Description Acknowledgement

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position with or without reasonable accommodation.

Signature

Date

Name (Printed)