



## JOB POSTING

JOB TITLE: Administrative Assistant II

SHIFT: Day Shift

STARTING RATE OF PAY: Minimum Starting rate-\$19.80 per hour- but based on experience

SUPERVISOR: Amanda Marsh (President)

**JOB DESCRIPTION:** include the following (but not limited to). Other duties may be assigned.

- Reviews and routes incoming mail to the appropriate employee. Prepares outgoing mail and correspondence, including e-mail, faxes, and packages.
- Composes and types routine correspondence.
- Answers and routes telephone calls and arrange telephone calls and conference calls. Must use professional discernment in handling callers.
- Coordinates manager's schedule and makes appointments.
- Acts as receptionist by greeting visitors and escorting them to the appropriate department/employee or contacts the appropriate area or person.
- Ensures that suppliers have certificate of insurance and maintains log.
- Arranges and coordinates travel schedules and reservations, including passports and visas. Coordinates and arranges meetings reserves and prepares facilities.
- Makes copies of correspondence or other printed materials.
- Orders and maintains supplies and copy room.
- Helps in the planning, coordination, and execution of company events.
- Provides support to international employees and visitors. Maintain appropriate supply of PPE to issue to visitors and guests.
- Develop and implement internal communication strategies that keep employees informed, engaged, and aligned with company goals.
- Create, edit, and distribute internal content—including emails, announcements, and monthly newsletters—to ensure clear and consistent messaging.
- Partner with leadership and departments to support organizational initiatives, events, and change management through effective communication materials.

## **QUALIFICATIONS/EDUCATION REQUIREMENTS:**

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.

- Associate degree (A. A.) in Business Administration or equivalent, bachelor's degree or equivalent preferred; and five to eight years' related experience; or equivalent combination of education and experience.
- To perform this job successfully, an individual should have knowledge of Microsoft 365 (Outlook, Word, Excel, PowerPoint), and Microsoft Teams. Nice to have skills: basic analytics, basic video editing, basic graphic design tools.

**If you are interested in being considered for the above listed position, please complete a "Job Request Form" and return it to the Human Resources department within the time frame posted above.**