



Administrative Assistant

POSITION PURPOSE AND OBJECTIVE

The primary function of this position is to perform administrative and reception duties, such as answering incoming calls and greeting visitors. This position is responsible for various administrative tasks on a regular and/or an as-needed basis. This position is also responsible for clerical assistance to Vermillion's President, Customer Service, and other departments as necessary.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Answer incoming phone calls promptly; assisting callers or redirecting to the appropriate destination
- Greet and assist visitors in a professional manner
- Act as a "gatekeeper" by answering general questions and ensuring that unsolicited calls/visitors are not forwarded
- Prepare outgoing mail for Post Office carrier; sort and distribute incoming mail
- Assist President, Customer Service, and other departments as necessary
- Handle general administrative duties, including filing, copying, and data entry
- Perform other duties as assigned

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The list below is representative of the qualifications required to successfully fulfill the obligations of this position and is not intended to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED required
- Professional appearance and a positive attitude required at all times
- Strong interpersonal communication skills, both written and verbal
- Experience working with multi-line phones and working knowledge of office equipment
- Working knowledge of computers, including Microsoft Office applications (e.g. Word, Excel)
- Ability to type at least 40 wpm and basic 10-key knowledge
- Attention to detail
- Ability to manage and complete multiple tasks
- Dependability and punctuality
- Self-motivation

SUPERVISORY RESPONSIBILITIES

None

AUTHORITY

None

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. In addition, this document should not be construed as an employment contract, implied, explicit, or otherwise. Vermillion is an equal opportunity employer.