

Corporate Position Description

Title: Administrative Assistant/Office Administrator
Reports To: Employee Benefits Practice Leader
Date: April 11, 2017

POSITION SUMMARY:

Provides administrative support to Partner and Practice Leader(s) as well as providing general office support. In addition, the position will provide back up support to the client teams and producers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and direct incoming calls.
- Greet and announce visitors upon arrival.
- Maintain an orderly appearance in the workroom, reception area, conference room and break room.
- Check and distribute faxes.
- Maintain conference room schedules.
- Maintain and order all office supplies, under the supervision of the Practice Leader.
- Date, stamp, sort and distribute mail.
- Prepare outgoing mail, Federal Express, etc.
- Assist Executives with correspondence, travel, scheduling meetings, presentation preparation.
- Other miscellaneous office duties, including but not limited to, filing, copying, binding/collating, etc.
- Assisting with the organization and planning of corporate events.
- Oversee office equipment maintenance.
- Provide support to producers and client teams as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a High School diploma or equivalent.
- One to three years of experience in an administrative office environment.
- Intermediate knowledge of computer and Microsoft programs such as Word, Excel, PowerPoint and Outlook.
- Ability to communicate well both orally and verbally.
- Ability to take direction from multiple authority figures.
- Ability to read, write and interpret documents, routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to maintain a high level of confidentiality.

PHYSICAL DEMANDS:

The ability to sit at a desk for extended periods of time. Ability to lift and carry files, and other paperwork. Must be able to lift 15 lbs.