



### Administrative Assistant Job Description

The North Broad Renaissance Administrative Assistant performs a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to leadership and employees, assisting in daily office needs and managing our company's general administrative activities.

The ideal candidate should have excellent oral and written communication skills, a positive and friendly attitude, should not be afraid to improve, grow, have a willingness to take initiative and be able to organize their work using tools, like MS Office and office equipment.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office. Other responsibilities include:

#### Administrative Assistant Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

#### Administrative Assistant Requirements

- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task



- High School degree or equivalent, or technical training; additional qualification as an Administrative assistant or Secretary will be a plus

Please send salary requirements, resume and cover letter to [info@northbroad.org](mailto:info@northbroad.org).

The North Broad Renaissance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the North Broad Renaissance complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The North Broad Renaissance expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the North Broad Renaissance's employees to perform their job duties may result in discipline up to and including discharge.