



**Job Title:** Administrative Assistant/IT Manager    **Reports to:** Office Manager

**Department:** Administration

**Classification:** Non-exempt / Full-time

**Revision Date:** 3/12/2008

**Working days/hours:** M-F 7:00am-3:30pm

**Position Overview**

The Administrative Assistant assists in running day to day office operations, handling incoming resumes/applications, telephone calls, sending out applications/pre-screenings, updating and maintaining Standard Operating Policies & Procedures, and oversees office IT needs. Administrative Assistant is responsible for researching, presenting and implementing proposals for technology and office needs.

**Essential Job Duties and Responsibilities**

- Assist all personnel in IT matters and in whatever else they need assistance in
- Assists in overseeing day to day office activities
- Overseeing office staff training
- Implements and maintains compliance of Standard Operating Policies & Procedures
- Manages office technology
- Forms management
- Assists in managing training, vendor and staff meetings

**Requirements**

- 2 years Administrative/IT experience within the past 5 years with last year as full charge IT Manager
- Minimum High School Diploma some college or training in Information Technology (hardware/software)
- Knowledge and experience of MS Outlook, MS Word, MS Excel, MS Access, QuickBooks, MS SQL
- Experience using office equipment (Copiers, scanners, fax, printers, etc)
- Pass drug screening and criminal background check
- Have reliable transportation
- Above average communication skills
- Highly Organized with attention to details
- Works well in team environment
- Integrity, honesty and responsibility with a desire to contribute to a team

**Physical Requirements**

- Ability to perform sedentary tasks in a mentally demanding and highly stressful work environment.
- Ability to lift up to 35 lbs on a regular basis

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date