

## **AES Northeast - Administrative Assistant**

### **Job Summary**

The administrative assistant provides support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

To be successful in this role, candidates should be professional with a high degree of accuracy in work tasks. They should be prepared and responsive to support company efforts, willing to meet each challenge directly.

Administrative Assistant Candidates must be comfortable with computers, general office tasks and excel at both verbal and written communication.

This position will be part of the business administration group and report to the Controller.

### **Administrative Assistant Duties/Responsibilities:**

- 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
- Update and maintain office policies and procedures
- Maintain contact lists
- Provide general support to visitors
- Greet visitors and provide general support / create a welcoming environment
- Organize and maintain files and databases in a confidential manner
- Manage communication including emails and phone calls
- Receive deliveries; sort and distribute incoming mail
- Coordinate staff travel arrangements including transportation and accommodations
- Develop and maintain a filing system
- Provide information by answering questions and requests
- Research and create presentations
- Handle multiple projects
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc. as requested
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk
- Handle sensitive information in a confidential manner
- Manage staff appointments when directed
- Coordinate repairs to office equipment
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.

**Administrative Assistant Requirements:**

- Associates Degree; additional qualification as an Administrative assistant or Secretary will be a plus
- At least 1 year of experience in the field or in a related area
- Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Excellent computer skills, especially typing.
- Attention to detail.
- 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

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.