



## JOB DESCRIPTION

2019

<b>Position Title</b>	Administrative Assistant
<b>Classification/Level</b>	Non-exempt
<b>Reports to</b>	Manager Administrative Services

### Summary/Objective

Under the direct supervision of the Manager, Administrative Services, and within scope of established CHEFA and Administrative Services policies and practices, the Administrative Assistant provides administrative support to CHEFA staff and staff of its subsidiary organizations and assists in achieving the goals and objectives of the Authority.

### Essential Functions

#### Meeting Support:

The Administrative Assistant will provide administrative support for monthly board and board committee meetings, undertaking the following activities:

- Compilation (copying and collating), packaging and distribution of documentation in preparation for meetings including related updates to an internal database
- Records and transcribes committee meeting minutes for CHEFA and CHESLA for review through final approval and website posting within a required timeframe
- Posts meeting agendas internally and to Authority website(s) and the Connecticut State Agency Public Meeting Calendar within required timeframe
- Additional meeting support:
  - Provides reception support (attendance and parking validations), food and beverage service orders, deliveries, set up and clean up for meetings.
  - Submits mileage reimbursement for board members as needed
  - Provides administrative support related to Authority hosted conferences with registration, badges, meeting materials, etc.
  - Other activities as needed

#### Staff Support:

The Administrative Assistant provides administrative support for grant programs and document filing across several functional areas throughout the office as needed. This Assistant also provides administrative support to Authority Officers, and the Controller as needed.

#### General Office Support:

- Maintains professional atmosphere and appearance of reception area and provides reception support.
- Answers main phone line and transfers calls to appropriate individuals.

- Distributes daily incoming mail and processes outgoing mail via USPS, FedEx, etc. including maintaining the postage metering system.
- Makes service calls and provides light troubleshooting of administrative office equipment.
- Monitors the inventory of office and kitchen supplies. Tracks office supply expenses, and orders supplies as needed.
- Under direction of the Manager of Administrative Services, assists in all phases of document retention and off-site storage including disposal of obsolete files. Primary responsibility for organization and inventory of central file room.
- Assists in coordinating with building maintenance and security regarding services needed and notification of Authority visitors.
- Maintains daily check receipt log and processes vendor verifications
- Assists in filing as needed
- Maintains office administrative updates to an internal office database.
- Provides other administrative support as needed.

### **Competencies**

Excellent organizational skills with a strong level of computer skills is required, with demonstrated comprehensive knowledge of Microsoft Office products - Word, Excel, Outlook, PowerPoint and also Adobe Acrobat. Ability to communicate effectively, both orally and in writing. Duties require the skill to compose accurate formal meeting minutes. Must have the ability to work well with diverse staff, handle multiple tasks in an efficient, effective manner, and meet deadlines.

### **Required Education and Experience**

Duties require an Associate's Degree or a minimum of four (4) years' experience in an Administrative Assistant position for a large company. Proficient in keyboarding and filing. Excellent customer service, communication and interpersonal skills and ability to handle multiple tasks and meet deadlines are required.

### **Preferred Education and Experience**

Prior experience preferred in transcribing formal public meeting minutes.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

### **Physical Demands**

Handling and moving file boxes for storage.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m.

**Travel**

Minimal travel to host meeting sites.

**Additional Eligibility Qualifications**

None required for this position.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

***CHEFA is an Affirmative Action/Equal Employment Opportunity Employer, and encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.***