



## Job Description

**Job Title:** Administrative Assistant

**Department:** MCH

**Location:** Gainesville, FL

**Employment Type:** Full-Time

**Salary:** \$33,000 - \$36,000; plus benefits

**Posting Closes:** Open until filled

**Submit Application and Resume:** <https://tinyurl.com/WF1025>

### General Description

The Administrative Assistant is a master multi-tasker with excellent communication skills and an upbeat attitude. This position assists management by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

The Administrative Assistant is professional, polite, and attentive while also being accurate. She/he should always be prepared and responsive, willing to meet each challenge directly. This position must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, the Administrative Assistant should have a genuine desire to meet the needs of others.

### Knowledge, Skills and Abilities:

- Ability to work under pressure to complete multiple tasks, meet demands and deadlines with a positive, constructive attitude
- Ability to handle sensitive and confidential matters and respond as required
- Ability to occasionally lift and/or move up to 30 pounds
- Adept with information communications technology commonly used in office applications, with advanced knowledge of Microsoft Office products
- Prior administrative experience
- Excellent computer skills, especially typing
- Attention to detail
- Desire to be proactive and create a positive experience for others

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Provides real-time scheduling support by booking appointments on the calendar and preventing conflicts.
- Coordinates and maintains internal and external meeting schedules as assigned.
- Assist in the room set up of meetings, trainings and workshops.
- Makes travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Prepares documents for meetings, workshops and trainings.

- Composes correspondence, letters, memoranda, meeting notes, forms and reports of moderate complexity for review and approval.
- Review, proofread and edit documents prepared for signature.
- Assist in development and execution of interagency agreements.
- Research grants, donations, and funding opportunities.
- Maintain inventory and organization of storage unit.
- Orders office supplies, educational materials and marketing materials as assigned.
- Conducts research and gathers data as assigned to assist in the preparation of reports and grants.
- Maintains organized paper and electronic filing systems.
- Provides administrative and logistical support to other events and projects as assigned.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Maintain professional and technical knowledge by attending educational workshops.
- Perform other duties as assigned.

**Education and/or Experience**

Graduation from an accredited college or university with a Bachelor's degree and one year of relevant work experience. Professional experience may be substituted for the Bachelor's degree. Background check required in accordance with Florida Statutes.