

Job Description

Job Title: Administrative Assistant

FLSA Status: Non-Exempt

ADP Job Code: ADM I

Reports to: Executive Assistant/NPIP Director

Department: Admin

Location: Ephrata 152

Prepared by/date: Executive Assistant 4/20/17

Summary: Provide administrative assistant duties such as expense reports, travel planning, meeting planning, coordination of attendees for meetings and events, calendar maintenance, and answering phone calls in a fast-paced environment.

Essential Duties and Functions: include the following. Other duties may be assigned.

- In-office availability during regular business hours or, as agreed, on flex schedule.
- Daily administrative duties for the President or other company leaders, at the direction of the Executive Assistant. These include but are not limited to:
 - aid in communication of or prioritization of tasks to leadership
 - completing expense reports
 - arranging travel
 - meeting planning
 - taking minutes at staff, leadership, or departmental meetings
 - prioritizing emails
 - maintaining calendars
 - coordination of meetings for clients, guests, or staff
 - answering and routing phone calls
 - communication to staff, committees, clients, guests, or leaders on behalf of senior management
- Maintain current, accurate logs and renewal of licensing for leaders, as assigned.
- Conduct reviews on behalf of leaders, as authorized.
- Participation in and preparation for department and/or company meetings.
- Aid with planning for staff training events and work planning.
- Plan and participate in office activities or client & guest visits, as requested.
- Coordinate corporate requests of the Clear Risk Solutions team and any reports due to the corporate office.
- Assist leadership team in meeting annual goals for Clear Risk Solutions.
- Cross-train and assist other employees, when requested or beneficial.
- Assist with other general office duties, including answering phones, processing mail, scanning, photo copying, filing, shipping, and ordering supplies
- Maintain on-call availability for President at all times.
- Afterhours travel for functions may be requested occasionally.
- Other duties, as assigned.

Competencies:

- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Interpersonal skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things. Strong teamwork skills.

- Oral communication—the individual speaks clearly and persuasively in positive or negative situations and demonstrates group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Proficient computer skills and efficiency with Microsoft programs (Excel, Word, Outlook, PowerPoint). Ability to learn other business software programs.
- Professional office dress is mandatory, unless otherwise communicated.
- Must present oneself in a professional manner; including personal hygiene and appearance.
- Regular attendance is essential and expected for the effective operation of the company.
- Must be able to act on own initiative and perform duties with minimal supervision.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Must possess excellent oral and written communication skills and strong teamwork skills. Must possess a positive attitude. Must be able to adapt to changes in the work environment, competing demands, and is able to deal with frequent change, delays, or unexpected events. Must present yourself in a professional manner, including personal hygiene and appearance. Regular attendance is essential and expected for the effective operation of the company.

Required

- High school diploma
- Valid driver's license
- Strong interpersonal skills
- Strong organizational skills

Preferred

- Valid State Property & Casualty Insurance Producer's License, or ability to obtain license.
- Prior experience in a fast-paced environment with competing demands.
- Associate or Bachelors Degree

Physical Requirements Necessary on a Regular Basis:

- Manual dexterity, arm and upper body range of motion sufficient for use of a keyboard, mouse and telephone on a constant basis for at least 7-10 hours per day.
- Speech and hearing sufficient for in-person and telephone communication on a constant basis for at least 7-10 hours per day.
- Vision sufficient for use of a computer monitor.
- Ability to sit at a desk on a constant basis at least 7-10 hours per day.

This job description is not meant to be an all inclusive statement of the duties of the position listed above. Other appropriate duties may be required from time to time.

I acknowledge that I have reviewed this job description and can perform the essential duties with, or without, reasonable accommodation.

Signature_____

Print Name_____

DATE_____