

## Job Description



**Title:** Administrative Assistant I

**Immediate Supervisor:** Executive Director

**Positions Supervised:** None

**FLSA Status:** Non-Exempt

**Pay Range:** \$ TBD

**Summary of Position:** Responsible to provide office management support to the administrative personnel in day to day activity such as but not limited to: maintaining files/records, taking calls, greeting visitors, preparing correspondence, planning and organizing projects and/or activities. The position requires flexibility on daily duties and understands multiple tasks may be assigned by management when needed.

### **DUTIES AND RESPONSIBILITIES:**

- Prepares correspondence for administrative personnel such as memos, emails, and letters.
- Maintains ASHA policies and procedural records through electronic software and/or paper manuals.
- Assist in maintaining files of Executive Director's incoming and outgoing correspondence.
- Schedules meetings/appointments for administrative personnel
- In the absence of the Executive Assistant, attends meetings and takes notes for the Executive Director and/or other management personnel for meetings such as, but not limited to: Board of Commissioner meetings, Tribal business meetings, and tenant hearing meetings.
- Works closely with Executive Assistant to sort and organize incoming mail to the Executive Director and/or administrative personnel
- Assist in planning and organizing events and activities hosted by ASHA for the community and/or its employees.
- Relief to front desk duties of the receptionist, in his/her absence.
- Assist in organizing and maintaining office supply and cleaning supply closets.
- Other duties for special projects or tasks, as assigned by the Executive Director.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Computer experience necessary

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- Customer service – social skills
- Manage electronic records and data entry
- Microsoft office (excel, word, outlook)
- Attendance and punctuality
- Completes tasks on time
- Keeps commitments
- Writes clearly and informatively
- Follows instruction
- Abides by policy and procedures
- Ability to work unsupervised
- Approaches others in a tactful manner
- Reacts well under pressure
- Uses time efficiently
- Volunteers readily, seeks increased responsibility
- Ability to follow rules of confidentiality

## **MINIMUM EXPERIENCE AND TRAINING:**

- Minimum high school diploma or general education degree (GED)
- Two (2) years related experience and training or equivalent combination of education and experience
- General knowledge of HUD and Indian Housing Programs
- Valid Oklahoma Driver's license and insurable
- Above average typing skills

I have a basic understanding of the duties and responsibilities described in this job description.

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Executive Director:

\_\_\_\_\_  
Date: