



NEW HORIZONS
VILLAGE

POSITION DESCRIPTION

Job Title: Administrative Assistant
Department: Administration, #10-000
Reports to: Chief Administrative Officer
FLSA Status: Hourly, Non-Exempt
Work Schedule: Monday – Friday, 8 a.m. – 4:30 p.m.
Prepared By: Human Resources
Approved By: Administrator
Prepared: 12/2017

JOB SUMMARY

Under supervision of the CAO, the position provides administrative and secretarial support for human resources, safety, facilities, and the Administrator. This position performs duties such as recordkeeping, coordination of meetings, obtaining supplies and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of external contacts as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload.

ESSENTIAL FUNCTIONS

Include the following. Other duties may be assigned.

- Input data and retrieve information from the company's electronic personnel records database.
- Establish, develop, maintain and update filing systems for HR, safety, maintenance and Administration.
- Establish, develop, maintain and update employee training records.
- Maintain and update company fire, life/safety records.
- Maintain and update employee personnel files.
- Prepare and proof requisitions for approval and submission to accounts payable.
- Type and design general correspondence, memos, charts, tables, graphs, plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes.
- Act as project manager for special projects, as assigned, which may include: planning and coordinating multiple presentations, disseminating information, and coordinating internal and external resources.
- Prepare and produce meeting minutes as assigned.
- Create and manage spreadsheets, presentations, reports and documents using Microsoft Office applications.
- Conduct research for the purchase of supplies and make recommendations to management.
- Replace front office personnel when assigned for meal periods and absences.
- Attendance is an essential function of the position.

SUPERVISORY RESPONSIBILITIES

N/A



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JOB SPECIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Education, Competencies, and Experience

- High School diploma or GED.
- Two or more years working in an office environment with diverse department responsibilities.
- Demonstrated experience creating, maintaining, and delivering computer generated reports and spreadsheets.
- Technical capacity.
- Personal effectiveness/credibility.
- Thoroughness.
- Collaboration skills.
- Communication proficiency.
- Flexibility.

Proficiency or Productivity Standards

- Must adhere to company's standards of care and treatment of all residents.
- Must be able to work flexible days and shifts.
- Must adhere to training requirements.
- Must adhere to Standards of Business conduct.
- Must adhere to facility dress code at all times while on site and while on duty.
- Must adhere to established tobacco-free & drug-free policies at all times while on site and while on duty.
- Will be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet staffing requirements or deadlines.
- Will be required to work on religious and/or legal holidays on scheduled days/shifts.
- Will be required to work as necessary during emergency and/or disaster situations, i.e., before, during or after a declared emergency or disaster.
- May be required to stay after workday to assist after an emergency until relief arrives.
- Must demonstrate integrity and professionalism.
- May be required to perform other duties as assigned by senior management.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee must be able to remain in a stationary position 75% of the time. The employee is regularly required to communicate with employees and must be able to exchange accurate information in these situations. The employee is regularly required to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate and assess situations while in the performance of his/her job duties. The employee is regularly required to use hands to finger, handle, or feel objects, office machines/equipment, or controls, and behavioral modification techniques. The employee is required to reach with hands and arms, climb or balance and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds which includes the moving, transporting, positioning, lifting, putting, installing or removing residents, and/or supplies and equipment.

Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

While performing the essential functions of this job, the employee may work under stressful circumstances and may be exposed to, or potentially exposed to, blood, body fluids, and/or aggressive or behaviors in extreme emergency situations.

WORKING CONDITIONS

The employee is regularly exposed to individuals with intellectual disabilities.

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indoor, temperature controlled, tobacco-free/smoke-free environment. Employee is exposed to outdoor climates.

BLANK ON PURPOSE



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Candidate Acknowledgement

I understand this Description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. I also understand that this Position Description is subject to change at any time and does not create a contract of employment for any specified period of time and that either my employer or I can terminate our relationship at any time, for any reason, with or without notice.

Candidate Printed Name

Candidate Signature

Date

Company Representative Signature

Date