



## Job Description Administrative Assistant

Last Updated: 07/03/2024

**Department:** Administration  
**Supervisor:** Office Administrator  
**Classification:** Full Time/Hourly/Non-Exempt  
**Hours:** 40 hours per week

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### DESCRIPTION:

The Administrative Assistant is a supportive role that is responsible for a variety of clerical, organizational, and custodial tasks.

The position requires excellent customer service skills as you will often be the first point of contact a person will have with the company. Whether you are greeting and interacting with visitors or answering phone calls, you will help present a friendly and caring first impression of the company.

Having a strong understanding of Microsoft Office, especially Outlook, is a must. You will be responsible for managing the group calendar in Outlook and making sure all events, meetings, birthdays, work groups, and more are entered, kept up to date, and calendar invites are sent to those who need to be aware of that item.

The position also includes other tasks such as cleaning, ordering supplies, coordinating meals for office events, and assisting other staff in various projects.

### REQUIREMENTS:

1. Strong inter-office communication skills.
2. Strong interpersonal and customer service skills.
3. Proven ability to multi-task, prioritize, and organize.
4. Experience in a similar supporting nonprofit role a plus.
5. Professional computer skills, especially Microsoft Office and Outlook.
6. College degree preferred.

### RESPONSIBILITIES:

1. Provides primary receptionist support for the organization. This includes welcoming every individual at LoveWay with compassion and commitment, initiating and responding to phone calls, email correspondence, and postal mailings.
2. Responsible for the internal custodial management of LoveWay making sure that the facility is always clean and welcoming. Establishes best practices and policies to make sure the facility is well kept.
3. Maintains yearly operations calendar. Responsible for the timely posting of events as needed and all aspects of both physical and Outlook calendars for organization.

4. Procure office supplies, cleaning agents, LoveWay apparel, and other non-equine supplies according to yearly budgeting guidelines. Establish and maintain standing orders for consumables, i.e. toilet paper. Maintains first aid kits.
5. Coordinates birthday, sympathy, and thank you cards for staff, volunteers, etc.
6. Assists with fundraising events as requested.
7. Attends staff meetings, LoveWay functions, and fundraisers as appropriate.
8. Responsible for creating meeting agendas and minutes.
9. Assists the Executive Director, Volunteer Coordinator, and Office Administrator.
10. Assists other colleagues as availability dictates.
11. Plans staff retreats, continuing education, and staff trips.
12. Plans meals as requested by Executive Director.
13. Organizes staff birthday recognition.

**PERSONAL AND PROFESSIONAL ATTRIBUTES:**

1. Respectful communication to staff, volunteers, and clients.
2. Proven ability to work hard, prioritize, and organize.
3. Communicate all problems and concerns through chain of command.
4. Abide by Client Confidentiality Agreements.
5. Represent LoveWay in a positive and professional manner.

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*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.*

**I have received a copy of and agree to work within the guidelines of this Job Description.**

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

Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_